



Job Posting 3/2/18

Admissions Counselor

Admissions Department

Full-time, staff, exempt

Responsible to identify, recruit, admit, and enroll academically qualified traditional students in accordance with the philosophy of the College;

keeps frequent contact with students, and parents and counselors;

demonstrates understanding and sensitivity to the needs of all students; performs duties in accordance with the values of a Catholic, liberal arts education.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES:

Establishes and maintains an informational, active communication system with traditional high school or college students, parents and counselors, or non-traditional degree-seeking adults; counsels student applicants concerning admission, financial aid, career planning, and housing options if applicable.

Identifies, recruits, and enrolls prospective students in a designated market; manages a recruitment territory; develops recruitment strategies; plans and arranges all phases of regional and local travel; conducts office-based contact by mail and phone with students, and parents if applicable

Reads, interprets, and evaluates students' academic credentials and makes admission/denial decisions; assists with scholarship appropriation.

Participates as an active member of the recruitment team; assists with special programs and research projects; participates in the development and implementation of enrollment strategies

Composes routine letters; compiles data for reports; maintains calendar; processes applications; schedules appointments; maintains confidential files; prepares position papers/reports; inputs/retrieves data on SEM

Supervises student staff at times; performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree; supplemented with one (1) year of related experience.
- Valid driver's license.
- Required skills include proficiency in Microsoft Word and Excel, ability to quickly learn and utilize proprietary educational software, exemplary written and verbal communication skills, and excellent problem-solving skills. Individual should have good people skills with the ability help people feel at ease.
- Must function comfortably in a team structure and be able to speak before large and small groups.

Please submit cover letter, resume and salary requirements to careers@ndc.edu