

Manor College has an opening for a full-time Admissions Counselor/Recruiter.

Position Summary

The Admissions Counselor is responsible for recruiting students who fit the academic profile and support the mission of Manor College. This position will have the principal accountability for travel and personalized correspondence with recruits and applicants for admission within an assigned territory.

Specific Responsibilities & Essential Functions

As a member of Admissions team, he/she will participate in general admission activities that include:

- Planning and executing fall and spring travel schedules
- Manage all aspects of recruiting efforts for specified territory in order to meet stated recruitment goals
- Build relationships with and assist prospective students throughout all phases of the enrollment cycle (inquiry through enrollment)
- Conduct interviews, appointments and group information sessions for prospective students and their families
- Conduct phone, e-mail and other contacts with prospective students throughout the admissions process
- Review application files for admission
- Represent Manor College at college fairs, high schools, and other off-campus events
- Build relationships with parents, guidance counselors, and other external constituents
- Answering correspondence
- Completing paperwork in a clear and timely fashion
- Other duties as assigned

Line of Reports

The Admissions Counselor reports directly to the Vice President of Enrollment.

Criteria & Qualifications

- Strong communication, interpersonal, and customer service skills
- Attention to detail and ability to manage projects and multi-task
- Determination to meet recruitment goals and adhere to deadlines
- Ability to work independently and as a part of a team
- Willingness to work evenings and weekends as needed
- Availability for overnight travel as required
- Proficient in the usage of computer programs (Microsoft Office Suite)
- Valid Driver's License
- Bachelor's Degree

Technical Skills Required:

Keen knowledge of MS Office products, specifically Excel and Word. Experience with CAMS Enterprise and Technolutions Slate is preferred. Working knowledge of CRM databases and a variety of reporting systems preferred.

To Apply:

Please submit your resume with 3 references and salary requirements to jobs@manor.edu

EOE

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore the College does not discriminate as Manor College is an equal opportunity employer. The College does not discriminate against any person on the basis of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law, in matters pertaining to employment in its educational programs or employment opportunities. Manor College seeks candidates who understand, respect and can contribute to the College's mission and values. It is important and necessary that candidates who accept employment with the College respect the Mission Statement of the College.