



JOB DESCRIPTION

TITLE:	Admissions Counselor
STATUS:	Full-time/Exempt
BENEFITS:	Full Benefit Eligibility
REPORTS TO:	Assistant Director of Admissions

Position Summary

The Admissions Counselor is responsible for recruiting students who fit the academic profile and support the mission of Manor College and for making admissions decisions on these students and working with them to deposit and enroll at Manor College. This position will be responsible for travel to high schools and college fairs and for conducting personalized correspondence with recruits and applicants and their families to encourage enrollment.

Specific Responsibilities & Essential Functions

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

- Plan and execute 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
- Answer correspondence
- Complete paperwork in a clear and timely fashion
- Ensure all data is accurately entered into the Manor College CRM system on a timely basis
- Participate in Admissions Team meetings and professional development
- Other duties as assigned

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
- Ability to work a flexible schedule including evenings and weekends as needed, based on student needs
- Open to overnight travel as required
- Proficient in the usage of computer programs (Microsoft Office Suite)
- Valid Driver's License
- Bachelor's Degree
- Bilingual in English/Spanish is a plus.

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.

Salary: \$40,000 annually