

JOB DESCRIPTION

TITLE:	Admissions Recruiter (Temporary)
STATUS:	Part-Time/ Non-Exempt
HOURS:	Flexible Work Hours (up to 25 hours per week: including some Evenings or Weekends base on event schedules)
HOURLY RATE:	\$18 - \$20
BENEFITS:	N/A
REPORTS TO:	Director of Admissions

Position Summary:

Manor College is seeking a dynamic, motivated, and results-driven Part-Time Admissions Recruiter to join our enrollment team for the peak Summer and Fall seasons.

The primary mission of the position is to connect with adult learners, transfer students and prospective students who have shown interest but haven't yet taken the leap to apply. You will be the face and voice of Manor College, helping these students discover the offered programs, understanding their pathways and successfully navigate the application process.

NOTE: Career Growth Opportunity – This is a temporary position lasting through September 15, 2026, for a high-performer who meets enrollment goals and fits culture, this has strong potential to transition into a Full-Time Admissions Recruitment position.

Specific Responsibilities & Essential Functions:

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

- **Targeted Outreach:** Proactively connect with prospective adults and transfer students inquiries via phone, email, text and virtual meetings to introduce them to Manor College.
- **Application Conversion:** Guide prospects through the enrollment pipeline, addressing their questions and actively encouraging/assisting with the submission of an application.
- **Relationship Building:** Serve as a trusted advisor, helping students understand how Manor's flexible programs, transfer credits policies and campus culture align with their career goals.
- **Data Management:** Accurately track student interactions, status updates and outreach efforts within the admissions CRM system Slate.
- Responds, appropriately and timely to all correspondence.
- Completes paperwork in a clear and timely fashion.
- Promotes and upholds the college's Catholic Basilian institutional mission.
- Other duties as assigned by the Director of Admissions.

Criteria & Qualifications:

- Associate Degree required; Bachelor's degree preferred.
- Previous experience in recruitment, admissions, sales, customer service or community outreach is highly preferred.

- Excellent verbal and written communication skills with the ability to build rapport quickly over the phone and via email.
- Strong empathy, advising and program management skills tailored to non-traditional students, i.e.: Adult Learners and Transfer Students.
- Self-starter with the drive and determination to meet recruitment goals and adhere to deadlines.
- Proficient in the usage of computer programs (Microsoft Office Suite); Experience with higher education CRM systems, i.e.: Salesforce, Slate, etc., is a plus.
- 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.
- Valid Driver's License

To Apply:

Please submit a cover letter and resume to jobs@manor.edu.

Screening of applicants will continue until the position is filled.

Additional Information:

Background checks will be completed as required by law and Manor College's policies and procedures.

Equal Opportunity Statement:

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless 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.