

11/9/2022

Position: **Transfer Admissions Counselor**

Summary Description: Under general supervision of the Director of Admissions, the incumbent manages responsibility within specific geographical territories to recruit transfer students; evaluates prospective students transcripts along with the aid of the Registrar's Office, assists in coordinating activities and maintaining market analysis to ensure the accomplishment of a recruitment goal; and performs related work as required.

Description of Duties/Responsibilities:

Essential Functions

- Interviews prospective students and families both on and off campus.
- Establishes and schedules appointments to visit college campuses.
- Arranges and conducts campus visits. Tasks may include, but are not limited to, scheduling faculty appointments, conducting campus tours, *etc.*
- Attends transfer college fairs, transfer college days, transfer college nights, and other recruitment events.
- Maintains contact with prospects and applicants to include overseeing and handling all correspondence.
- Manages territorial and program responsibilities. This may include, but is not limited to, such activities as scheduling receptions, on-campus activities related to admissions and other geographic activities necessary to recruit transfer students.
- Constructs, reviews, and uses market analysis of target segments.
- Builds positive relationships with all constituent groups that affect the enrollment decisions of students.
- Performs other essential duties of the Admissions Office as necessary.

Marginal Functions

- Assists the clerical staff and receptionist in answering the telephone and taking messages.
- Uses the administrative computer to track prospects, applicants, and matriculants.
- Operates office equipment and machines when necessary.
- Completes formal territorial analysis reports.
- Completes College expense reports immediately after each recruiting trip.
- Performs other related duties as necessary.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of the College.
- Ability to coordinate activities associated with geographical territories.
- Ability to operate an automobile and travel extensively overnight.
- Ability to work independently and with careful attention to detail.
- Ability to work with a team in a goal-oriented setting, often under pressure of deadlines.
- Ability to access the mainframe computer, run basic reports and understand basic database information.
- Ability to use sound judgment in the application of procedures and policy and to respond personably to questions about policy.
- Ability to actively listen to prospective parents and students, identify problems and work toward solutions to those problems; excellent communication skills are a must.
- Ability to represent the College positively by maintaining a professional decorum and to be composed and pleasant at all times.
- Knowledge of principles of private higher education and the ability to learn and apply College policies within one month of employment.
- Knowledge of basic marketing concepts.
- Willingness to work nights and weekends as required.

Qualification Standards:

Education: Baccalaureate degree from an accredited college or university is required.

Experience: Experience at a private college or university is preferred but not required. (Such experience could be as an employee or, *e.g.*, student worker/club/ association member.)

Licenses: Possession of valid motor vehicle operator's license and acknowledgment from the College's insurance carrier.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

To apply for this position, please email a cover letter referencing this position's title and a resume, along with at least 3 professional references to: **admissjobs@shc.edu**
Position is open until filled.