

POSITION DESCRIPTION

TITLE: Admission Counselor - (Exempt)

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

Reporting to the Director of Admission, the Admission Counselor will enthusiastically and effectively recruit new students to fulfill the mission and goals as set forth in the strategic enrollment plan. General responsibilities include counseling, interviewing, and communicating with prospective students and their families, secondary school counselors, and transfer advisors; extensive travel and programming in assigned territories to achieve set goals; cultivating professional relationships with high school and transfer counselors and other constituents involved in the college admissions process; evaluation of applications for admission, and attendance at on and off campus recruitment events. Other duties as assigned by the Director of Admission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Effectively and enthusiastically communicates the St. Mary's College of Maryland brand, programs, and value proposition.
- Assists in the planning and implementation of the recruiting and admissions programs for St. Mary's College of Maryland.
- Plans, schedules and implements a robust recruitment travel schedule in assigned territories. The recruitment schedule will include high school and community college visits, college fairs, interviews, community-based organization outreach, secondary school and counselor outreach.
- Conducts information sessions, counsels and interviews prospective students who visit campus.
- Reviews, evaluates, and processes applications for admission following all policies, processes, procedures, and guidelines of the admission application review process.
- Actively contributes to a positive office and work environment.
- Some evening and weekend hours required.
- Nine to twelve weeks of travel per year.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree.
- Must have a valid driver's license and be eligible to drive leased automobiles.
- Ability to lift at least twenty-five (25) pounds.
- Working knowledge of various computer software packages; i.e., word processing, spreadsheet applications, and data base management.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to represent the College in a variety of settings.
- Experience interacting with a diverse array of people and perspectives, and the demonstrated ability to see the world from other perspectives.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.