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**JOB POSTING
OFFICE OF HUMAN RESOURCES
July 13, 2026**

POSITION: Admissions Counselor

DEPARTMENT: Admissions

DIVISION: Enrollment Management and Student Affairs

STATUS: Exempt, Monday- Friday, 8:30 a.m. – 4:30 p.m. with occasional evenings and weekends

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

Salary: \$62,353.20 to \$64,223.80

***This position is not eligible for visa sponsorship.**

BENEFITS:

- Medical Dental Vision Health Savings Account Flexible Spending Account
- College Paid Life, AD&D, LTD insurance Generous PTO 12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services Free Chiropractic Care

GENERAL DESCRIPTION: The Admissions Counselor is responsible for all activities related to the active recruitment, admission, and enrollment of students into the Master of Science in in Physician Assistant Studies program at Northeast College of Health Sciences. This position will serve as a key member of the admissions team assisting in meeting new student outreach and enrollment targets.

Specific Duties and Responsibilities:

1. Develop and maintain high-quality and proactive contact with prospective students from the inquiry stage throughout the admission cycle by utilizing the Slate CRM system and CASPA to engage via phone, email, and text.
2. Counsel prospective applicants on the admissions process and opportunities at the College.

3. Work closely with the Physician Assistant Director and other faculty and staff on the recruitment and admission process.
4. Manage the admissions process, including evaluation of transcripts, setting up the campus tour/interviews, ensuring all appropriate documents are submitted.
5. Develop and manage a recruitment plan for the assigned pool and participate directly in recruitment activities, including, campus visits (virtual and in-person), campus tours and events, and presentations.
6. Collaborate with the Education Partnerships Manager and the Director of Admissions for campus visit planning including where and how to recruit potential students.
7. Meet as a team to discuss pool of applicants and work towards enrollment goals set forth for the program.
8. Maintain accuracy of prospective student records in the admissions and student information systems and ensure that any state, federal and/or accreditation requirements are met prior to enrollment.
9. Collaborate with other Enrollment Management departments and other departments as necessary to facilitate a high-quality admission experience.
10. Participate in staff meetings.
11. Travel to various colleges. Heaviest travel will be from September-November and February–April, but travel may be required at additional times of the year.

Methods of Accountability:

1. Verbal and written communications with the Admissions Leadership Team and the Physician Assistant Director.
2. Faculty, staff and student feedback.
3. Compliance with College policies and procedures.
4. Performance evaluations by the Director of Admissions and Vice President of Enrollment Management.

Qualifications:

1. Bachelor's degree required.
2. Experience in higher education, customer service, sales, or a related field; recruitment, admissions or student-facing experience preferred.
3. Excellent interpersonal, organizational, analytical and communication skills; public speaking/presentation ability.
4. Ability to work individually and contribute as a member of a team.
5. Professional demeanor.
6. Basic proficiency in PC use and Microsoft Office programs and database system.
7. Ability to manage a fast-paced, multi-task work environment.
8. Valid driver's license due to travel requirement.
9. Ability to carry and transport admission materials, displays and other equipment.
10. Ability to work evening and weekend hours on occasion.

NOTE: Due to the driving/travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release for a Motor Vehicle Report upon hire. This release will remain in effect through the duration of employment unless revoked in writing. Motor Vehicle Report checks are conducted annually by the College.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each

person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.