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**JOB POSTING
OFFICE OF HUMAN RESOURCES
September 1, 2022**

POSITION: Admissions Counselor

DEPARTMENT: Admissions

DIVISION: Enrollment and Planning

HOURS: Full-Time, 35 hours per week, Mon-Fri, 8:30 a.m. - 4:30 p.m.

GENERAL DESCRIPTION: The Admissions Counselor is responsible for all activities related to the active recruitment, admission, and enrollment of students into Northeast College of Health Sciences Doctor of Chiropractic program. 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 to engage via phone, email, and text.
2. Counsel prospective applicants on the admissions process and opportunities at the College.
3. Manage the entire admissions process, including evaluation of transcripts, setting up the campus tour/interviews, ensuring all appropriate documents are submitted and recommends candidates for admission or non-admission based in large part on their evaluation of the candidates' qualifications and their interaction with the candidates. Although the Vice President of Enrollment and Planning has final authority, they rely on the Counselors judgement as to which candidates to admit.
4. Develop and manage a recruitment plan for assigned pool and participate directly in recruitment activities, including, campus visits (virtual and in-person), campus tours and events, and presentations.
5. Collaborate with the Education Partnerships Manager for campus visit planning including where and how to recruit potential students from assigned geographical territory.
6. Meet as a team to discuss pool of applicants and work towards enrollment goals set forth for the program.
7. 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.
8. Collaborate with other Enrollment and Planning departments and other departments as necessary to facilitate a high-quality admission experience.
9. Participate in staff meetings.

Methods of Accountability:

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

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 (up to 8-12 weeks/year) to various locations.
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.

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.