



BENNETT COLLEGE

Job Posting

Title: Admissions Counselor
Date of Posting: 09/16/16
Closing Date: Until Filled
Job Code: 16-0916BJB
Department: Admissions
Reports To: Director of Admissions

GENERAL SUMMARY:

The Admissions Counselor will assist the Director of Admissions in meeting institutional enrollment goals. This person will also be responsible for developing and interpreting technical reporting tools for enrollment purposes. Additionally, this person is responsible for managing all aspects of the recruitment process in an assigned geographic territory. (Including marketing strategies, relationship building, application review, and extensive travel). Additional responsibilities include assistance in operational assignments as needed.

ESSENTIAL JOB FUNCTIONS:

- Travel extensively to represent the college at a variety of recruitment venues/programs; valid driver's license required.
- Produce reports as needed to assist the office of admission in prospect management and recruitment
- Assist with the planning and implementation of recruitment and yield activities in the admissions office.
- Conduct interviews, tours and presentations on and off campus.
- Review application materials and recommend admission decisions.
- Develop and maintain correspondence with students, parents, alumnae and other institutional officials & representatives.
- Compile extensive quarterly and year-end reports.

- Assists with operational duties as needed and assigned.
- Willingness to work nights and weekends is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of enrollment process and associated cycles of tasks/responsibilities
- Knowledge of college academic offerings and support systems
- Must be detailed, multi-tasked and goal oriented.
- Must be extremely flexible and have the ability to adapt to change.
- Knowledge of financial options available to new students
- Must have effective written and oral communication skills
- Must have strong interpersonal and customer skills
- Ability to process student information in designated student info system
- Ability to work collaboratively as team member
- Ability to multi-task and prioritize tasks in order to meet deadlines at times with minimal supervision
- Ability to work with diverse populations.
- Must have a commitment to exemplary customer service.

EDUCATION AND EXPERIENCE:

Bachelor's degree required. Must have work experience in a college setting. Candidate must have a commitment to a liberal arts education for women. Experience at a small private liberal arts institution a plus.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, application for employment (found at www.bennett.edu), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 16-0916BJB**

Please submit unofficial transcripts from every college and university attended. Official transcripts are required if an offer of employment is made.

Application packets will be forwarded to the hiring manager once all requested documents are received.

You can send your information one of two ways:

Mail to: Human Resources, Bennett College, 900 East Washington Street,
Greensboro, NC 27401

Email to: hr@bennett.edu

Resumes received without the job code will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.