



JOB SUMMARY

The Admission Counselor has primary responsibility for promoting outreach efforts, recruiting, and interviewing candidates. Also participates in recruit fairs, college open houses, hospital fairs and information sessions. Serves as a member of the Enrollment and Admissions Team recruiting students to assist in achieving enrollment goals for the College.

ESSENTIAL JOB DUTIES

- Represents the College in recruiting activities such as: parent, community and school events, college sponsored enrollment fairs, hospital fairs and information sessions; frequent travel to events in the New England area;
- Contacts applicants and new students through phone calls, appointments, walk-ins, incoming calls, new applications and leads;
- Provides follow-up answers to student inquiries from correspondence, walk-ins, emails and/or phone calls;
- Works with students to successfully complete the application process;
- Review applications and makes contributions toward admission decisions;
- Tracks student participation from admission application process through completing using various data tracking systems;
- Achieves Enrollment and Admission team goals by generating leads, obtaining student applications and having students start classes;
- Conducts admission presentations to visitors during daily campus tours; conducts info sessions with new students during on campus visits;
- Works collaboratively with the One-Stop Student Services Center, the Center for Student Success and Teaching Excellence and other key departments/individuals within the College to create a seamless transition from the inquiry phase through enrollment process;
- Acts as a liaison between Admissions and the One-Stop;
- Participates in cross-functional training and is the back-up for the One-Stop Student Service Concierge;
- Handles the main Admissions phone line, answering calls, picking up and returning voicemails, responding to walk-in inquiries and students, when needed; and,
- Works on projects and serves on committees, as assigned;
- Collaborates with program chairs to keep an accurate record of student program information and follow up.

QUALIFICATIONS:

- Bachelor's degree;
- At least two years in student admissions or sales preferred.
- Computer proficiency with Microsoft Office Suite products

- Effective time management; able to organize and manage multiple priorities
- Strong customer service skills; takes initiative to identify and resolve problems
- Excellent interpersonal and communication skills, strong team player
- Assist in achieving admissions annual enrollment goals and objectives
- Supports the Labouré College mission and core values and the One-Stop Student Service Principles;
- Experience working with a student information system.

KNOWLEDGE, SKILLS & ABILITIES

- Jenzabar experience
- Experience working with online/hybrid programs
- Experience with face to face higher education counseling/advising

Application Instructions: Applicants for this position should attach a cover letter and resume.

Please apply online here:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=0a98377a-12c2-42ef-858c-16971139e777&jobId=200121&lang=en_US&source=CC3&cclid=19000101_000001