

Company Description:

When Bay Path opened its doors to students in downtown Springfield, MA in 1897, it had a very clear goal: to provide a practical, affordable, and career-oriented education to meet the needs of companies, organizations, and communities. From the beginning, Bay Path prided itself on being entrepreneurial, constantly pushing the boundaries of the academic experience to fit the student. To start them on the road of success. We still do.

Today, that spirit and philosophy is more important than ever in higher education. At Bay Path, it's not just the number and breadth of undergraduate and graduate programs that defines us-and we have many-but it is our ability to connect the classroom to learning to leadership to experience to career that is at the core of what we do best. We know the work that needs to be done.

Bay Path University, an independent and not-for-profit institution, was named Among Fastest Growing Baccalaureate Colleges by the Chronicle of Higher Education Almanac, and is a member of the Women's College Coalition. With a main campus in Longmeadow, MA and four satellite locations, (East Longmeadow, Sturbridge, Concord, Springfield), Bay Path offers undergraduate, graduate (for women and men) degrees, and professional certificates.

We're committed to preparing our students to navigate a constantly changing world. Whether it is one of our innovative academic programs, groundbreaking online learning platform, or through our Women as Empowered Learners and Leaders initiative, we educate our students in ways that will help them to grow, learn to adapt, and always to flourish. Be part of the change.

We invite you to visit our website at www.baypath.edu where you can learn more about Bay Path University.

Job Description:

- Position Code: ASDGA
- Job Type: Full-Time
- Hours: 8:30 am - 5:00 pm
- Schedule: Monday - Friday, hours may vary, evenings and weekends as needed
- Position Location: Longmeadow, MA
- Exempt: Yes

Job Summary:

Reporting to the Interim Executive Director of Graduate Admissions, this position is responsible for the recruitment and enrollment of qualified graduate students for all assigned BPU graduate programs, the promotion of all other current programs, and assisting with the implementation of promotional events such as information sessions, webinars, and exhibiting opportunities for the Graduate School of Bay Path University. Included as part of this position is relationship building with corporate and community partners which promotes the university and the graduate programs.

Essential Job Functions:

- Travel to and represent Bay Path University at college fairs and professional organizations, and conferences to network with potential students and promote BPU's programs.
- Follow-up with all inquiries and applicants by phone, email, and utilize the Hobson's system to record results.
- Assists with the implementation of recruitment and promotional events for the Graduate School. These promotional events may include, but are not limited to, arranging speaking

engagements for faculty, presentations at local business/professional organizations, and information sessions on campus and online webinars.

- Actively engages potential students in conversations via phone, in person meetings, and emails about their graduate school plans, selection of a graduate program, and enrollment plans. Is able to explain the curriculum, schedule of courses, financial aid, and other related issues.
- Researches and develops relationships with professional organizations to promote graduate programs.
- Conducts group presentations for prospective students, business professionals, advisors and other contacts about specific programs.
- Meets with prospective applicants on a scheduled, walk-in, e-mail or telephone basis and has extensive student contact. Completes follow up work, i.e. phoning, letter writing and emailing to prospective students and applicants.
- Identifies and counsels prospective applicants on career choices and admissions requirements for the programs. Advises on and completes official evaluations of program prerequisites for applicants.
- Completes application review and regulates flow of applications to program directors or faculty designated as interviewers. Understands the impact of application flow to acceptances and meeting or exceeding enrollment goals.
- May recommend on updates for the Graduate School web sites. May also recommend on marketing ideas and needed media support.
- Handles a wide variety of tasks in a busy service-oriented atmosphere; establishes priorities utilizing excellent organizational ability and interpersonal skills.
- Attend trainings as required.
- Perform any other duties or tasks as assigned by the University.

Supervisory Responsibilities:

- N/A

Requirements:

- Bachelor's degree required in a related field; Master's degree preferred.
- Experience working in a sales or marketing related position, or in the recruitment of students in a college setting. Previous career development, human resources, sales, admissions or enrollment management preferred.
- Experience working with or advising students at the undergraduate or graduate level helpful.
- Ability and willingness to travel and work evenings and weekends as needed.
- Excellent interpersonal communication skills, with the ability to work effectively with those from diverse backgrounds.
- Excellent oral and written communication skills. Ability to communicate persuasively and encourage potential students to consider BPU.
- Strong analytical abilities, maturity, and a high energy level.
- Demonstrated experience with Microsoft Office programs required.
- Sensitivity to the concerns of diverse populations.
- Strong presentation skills and comfortable effectively communicating in front of both large and small groups.
- Valid driver's license and the ability to drive occasionally to other locations. Successfully pass the online safe Driving Course and driving record check, as determined by University policy, at time of hire and annually thereafter.
- If you operate a University owned, leased or personal vehicle at any time while performing your duties you must follow all policies and procedures outlined in the Operations Manual.

Additionally, you must report any driving offense, on or off company time, which causes a loss, suspension, or any other change in your license status. You must report this change within one business day of the offense. You can report this change to the Human Resource Department or your direct supervisor. Failure to do so can lead to disciplinary action, up to and including terminations.

- Ability to adhere to University policies and procedures.
- Ability to handle confidential information with discretion and in accordance with FERPA and HIPPA regulations..
- Should be committed to a culture of diversity, respect and inclusion; demonstrated ability to build working relationships with people having a wide variety of backgrounds, perspectives, and experiences different from ones' own.
- General knowledge of the University's mission, purpose, and goals and the role this position plays in achieving those goals.

Additional Information:

Commitment to Diversity and Inclusion

Bay Path University is a diverse community devoted to proactively nurturing a campus-wide culture that promotes and ensures respect, inclusion and safety for all members regardless of race, color, national origin, age, gender, religion, sexual orientation and gender identity, socio-economic background, or physical ability. We are one University that opens our hearts and minds to conversations, to learning and to creating a community that is welcoming of all. Regardless of position, it is expected that each employee will embrace this commitment and demonstrate an attitude of respect toward and acceptance of all members of our community.

Bay Path University is a smoke- and tobacco-free community.

All offers of employment are contingent on satisfactory background checking.

Application Instructions:

Applicants for this position should attach a cover letter resume / curriculum vitae, the contact information for four (4) professional, work related references and any other relevant information pertaining to this position and your candidacy. Please apply online. Faxes and emails will not be accepted.

An Equal Opportunity Employer, Bay Path University is committed to fostering diversity in its student body, faculty, and staff.

Bay Path University will become a smoke- and tobacco free community July 1, 2018.

Apply Here: <http://www.Click2Apply.net/prkf83mng3d97f64>

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