

Incumbent:	Official Title: Staff Assistant	Functional Title: Staff Assistant, Admissions Counselor for Early Access Programs
Supervisor: Staff Associate	Department: Admissions	Union: APA
FLSA Status: Exempt	Contract: Full-time/12 month	Date:

GENERAL STATEMENT OF DUTIES: Admissions professional responsible for the recruitment, evaluation, and enrollment of students to the university’s undergraduate programs. Accountable for meeting enrollment goals and working with the Admissions leadership team to develop and implement a strategic plan recruitment, selection, and yield for an assigned territory.

DUTIES & RESPONSIBILITIES:

1. Cultivates and maintains relationships with counselors from high schools and community-based organizations within an assigned territory.
2. Coordinates the admissions dual enrollment programs, working directly with Academic Affairs to host programming that supports the populations, reviewing prospective student applications to the direct dual degree program and making decisions independently regarding the admissibility and the continued enrollment of these students, and identifying and implementing additional dual enrollment partnerships that support the university’s enrollment goals.
3. Acts as the Admissions liaison for the Fitchburg Honors Academy and the Sizer School Early College Program
4. Supports the Associate Director of Admissions with the planning and execution of on-campus recruitment events such as open houses, accepted student events, and information sessions.
5. Participates in all aspects of the general admissions process, including:
 - Meeting freshman and transfer enrollment goals in assigned territory.
 - Traveling to high schools, colleges, and regional recruiting events as a representative of the university
 - Interviewing prospective students.
 - Conducting information sessions for prospective students and families.
 - Reviewing application files for assigned territory; making admissions decisions both independently and as part of an Admissions Committee.
 - Assisting in the planning, organization, and implementation of on and off campus recruiting events, including Open Houses.
 - Provides outstanding customer service to prospective students and their families
 - Contributes to the strategic and annual planning for Admissions, and the university as needed.
6. Coordinates and supervises targeted recruitment activities and other special projects as needed.
7. Maintains and utilizes appropriate computer software programs related to admission recruitment duties.

8. Performs other duties as assigned by the supervisor.

QUALIFICATIONS:

1. Bachelor's degree required.
2. One to three years of professional admissions or school counseling experience preferred.
3. Fluency in Spanish and English preferred.
4. Demonstrated enthusiasm for interacting with high-school aged students and their families.
5. Proven ability to meet performance goals.
6. High energy, enthusiasm, and creativity.
7. Willingness to travel extensively, and work evenings and some weekends for recruitment purposes; valid driver's license required.
8. Possess excellent oral and written communication skills, interpersonal skills, and organizational skills.
9. Detail oriented.
10. Possess a desire to work in a data driven environment and strong technical skills with the capability to learn new databases and communication software.
11. Ability to work independently and as a member of a team.
12. Ability to perform above duties with or without reasonable accommodation.
13. Must be able to satisfactorily pass a check conducted by the Criminal History Systems Board (CORI) as well as a completed background check satisfactory to the university.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____