

Location: Unity, ME

Category: Professional

Posted: Jun 27, 2019

Job Description:

About Unity College:

We educate environmental leaders

For over fifty years, Unity College has been preparing the next generation of environmental professionals and leaders to successfully face real-world challenges. We believe that we should serve a broad range of students from all backgrounds across the U.S. and the world. To be responsive to the rapidly changing needs of students and society, Unity College has adopted an enterprise model as its institutional organization, expanding the college into two distinct units that offer both undergraduate and graduate environmental degrees: flagship campus and distance education.

Unity College Flagship campus in Maine

On our flagship campus, our liberal arts curriculum is built upon a unique framework of sustainability science the first of its kind in the nation. A distinctive approach to learning provides our students with an exceptional, high-quality education, enabling them to drive real change with leading-edge knowledge and expertise within any of our environmentally focused majors. Our unique location provides extraordinary opportunities for hands-on learning and research, and active and engaged students work together with forward-thinking faculty to make true community-based learning possible. From 225 wooded acres of farmland overlooking Unity Pond in the tranquil village of Unity, Maine, we prepare each of our students to make a mark on the world.

Distance Education: Unity College Online

Our distance education unit, started in 2016, extends the effects of a Unity College education to adult learners, and beyond the physical confines of the flagship campus. Unity College Online offers affordable, accredited bachelor's degrees, master's degrees, and non-degree credits, ideal for working professionals seeking to advance their careers, helping students become the change maker the world needs while still honoring their commitments, wherever they are.

Whoever and wherever you are, Unity College can offer an environmental education for those committed to solving the world's most pressing environmental problems.

We are America's Environmental College.

Job Description:

The Flagship Admissions Counselor position is a results oriented position which manages an assigned geographic territory in order to recruit students to Unity College. Responsible for all aspects of the admissions recruitment cycle including travel to high schools and college fairs, communicating with guidance counselors, secondary school teachers, prospective students and parents. Maintains accurate records and works proactively with all stages of student recruitment from prospect through matriculation.

Requirements:

The ideal candidate will have a Bachelor's degree with at least 1-3 years of job-related experience plus:

- preferred experience in college admissions recruiting or sales.
- Willingness and ability to work evenings, weekends and travel extensively to achieve recruitment goals.
- Valid Driver's License with a good driving record.
- Excellent initiative and organizational skills with ability to work both autonomously and in a team.
- Great time management skills; efficient in handling paperwork.
- Excellent oral and written communication skills with strong interpersonal skills.
- Ability and willingness to work with students from diverse political/socioeconomic backgrounds and a wide range of physical and academic abilities.
- Good skills in word processing, spreadsheets, and computerized database systems.
- Personal commitment to the environmental focus and mission of the college.

Additional Information:

Work is done on all shifts with evening college fairs and telecounseling a large part of the position. Some weekends are required. Extensive travel is also required. Working extended hours required as needed. Must be flexible and cooperative in fulfilling responsibilities and in meeting the college's needs.

Application Instructions:

Unity College seeks to attract employees who share a commitment to the environment and to human diversity, and who have an interest in helping students develop an understanding of the richness and complexity of individuals and society.

Interested and qualified candidates should go to www.unity.edu/jobs to complete an application

and submit a cover letter, resume, and points of contacts for 3 references. Review of applications will begin immediately and continue until the position is filled. We look forward to hearing from you!

EOE

Apply Here: <http://www.Click2Apply.net/ys65gsvy44849vrq>

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