

Company Name: _____

Job Title:	Admissions Counselor
Position Type :	[i.e.: full-time, part-time, contract, other]
Job Description:	
<p>Job Purpose: Recruits students by developing alumni networks; evaluating recruiting techniques and materials; interviewing prospective students; initiating campaigns to induce students to attend the university.</p>	
<p>Duties:</p> <ul style="list-style-type: none">• Develops a network of alumni by identifying and training successful alumni willing to help recruit students; coordinating the network's activities.• Develops a profile of students attracted to the college by conducting research; interviewing applicants; designing questionnaires for current students; analyzing questionnaire results; conducting focus groups.• Evaluates recruitment techniques by determining the effectiveness of each recruitment technique used by admissions; discerning the appeal of admissions literature; defining the expectations of the college to be instilled in incoming students by the admissions staff.• Recruits students by visiting high schools; attending college nights; visiting community colleges and technological institutions.• Welcomes prospective students by processing paperwork; interviewing applications; arranging and conducting campus; conducting follow-up activities such as letter writing and phone calling campaigns.• Maintains recruiting operations by following policies and procedures; reporting needed changes.• Completes projects by identifying and implementing new technology and resources; redesigning systems.• Improves quality results by studying, evaluating, and re-designing processes; implementing changes.• Avoids legal challenges by complying with legal requirements.• Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.• Enhances admissions department and university reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.	
<p>Skills/Qualifications: Decision Making, Motivating Others, Persuasion, Listening, Verbal Communication, Emphasizing Excellence, Supports Diversity, Results Driven, Coordination, Quality Focus, Connecting with Children</p>	

Company Name: _____

Interested Candidates Should Submit a Completed Resume and Cover Letter to:

Contact Name: _____

Email Address: _____

Company Address: _____

[NOTE: To post your job on www._____, copy this description. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]