

**Position:** Admissions Counselor

**Department:** Admissions

**Reports to:** Associate Director of Admissions

**Job Summary:** Responsible for the recruitment and evaluation of new and transfer students to St. Francis College for all academic programs.

**Duties and Responsibilities:**

- Assume major responsibility for the recruitment of qualified students to the College from high schools and community colleges.
- Establish contacts and maintain relationships with key personnel at secondary schools and community colleges and make regular visits to their institutions.
- Conduct in-person interviews with potential students and their parents, both on and off campus.
- Secure, develop, manipulate and maintain information, through use of the College's student information system on the prospective student and applicant pools.
- Evaluate applications and attendant materials submitted by candidates for Admissions, both freshmen and transfers.
- Assist new transfer students in the selection of an academic schedule and in the solution of other problems they confront in their initial semester.
- Plan, develop, implement and oversee marketing, direct mail and other recruiting projects and events.
- Communicate regularly via phone and email with assigned cohort of the applicant pool to improve its enrollment yield.
- Coordinate alumni involvement in the College's recruiting efforts.
- Assist in the planning and implementation of all on-campus recruitment events.
- Manage the admissions processes which include, entering and updating student information, processing all application materials (SATs, transcripts, GEDs), and running daily processes to update the application status of students.
- Maintain student records, complete credit evaluations, send information packets, create weekly tracking reports, schedule appointments and answer incoming phone calls.
- Carry out other duties assigned by the Associate Director of Admissions.

**Qualifications:**

- Bachelor's degree.
- A Valid driver's license (access to a personal automobile preferred).
- Willing to work select evenings and weekends as required.
- Willing to travel regionally or locally with the possibility of some overnight recruitment trips.
- Experience creating documents, spreadsheets, and using Microsoft Word, Excel, and Outlook
- Proficiency in English (ability to speak another language preferred).

Interested applicants can apply by clicking [here](#).