

Position: Admissions Counselor

Department: Admissions

Reports to: Director of Recruitment and Special Events

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 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.
- 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 assigned students through 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.
- Perform all other duties as assigned.

Qualifications:

- Bachelor's degree.
- 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).
- Ability to work effectively in a collegial environment.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

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