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JOB POSTING
OFFICE OF HUMAN RESOURCES
December 2, 2016

POSITION: Admissions Counselor

DEPARTMENT: Admissions

DIVISION: Enrollment Management

HOURS: Full-Time, Exempt, 35 hours per week, Monday through Friday, 8:30-4:30

Note: as a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

GENERAL DESCRIPTION: The role of an Admissions Counselor is to recruit and enroll qualified students for the Doctor of Chiropractic, Master of Science in Acupuncture, Master of Science in Acupuncture & Oriental Medicine and Master of Science in Applied Clinical Nutrition programs.

SPECIFIC RESPONSIBILITIES:

1. Contact and maintain regular phone & e-mail correspondence with prospective students, applicants & enrolled students.
2. Resource prospective students with information on all programs.
3. Process applications and all appropriate documents through the admissions process.
4. Maintain updated student files to insure they meet CCE & ACAOM standards.
5. Enter all relevant information into CAMS system.
7. Contact undergraduate institutions to organize recruiting efforts.
8. Coordinate & execute travel activities.
9. Perform admissions presentation to prospective students.
10. Make Strategic decisions about where and how they will recruit potential students from their assigned geographical territories.
11. Meet as a team to discuss the pool of applicants with the Director of Admissions.
12. Although Director has final authority, Director relies on the Counselor’s judgment as to which candidate to admit.
13. Admissions Counselors recommend individuals for admission or non-admission based in large part on their evaluation of the candidates’ qualifications and their interactions with the candidates.
14. Evaluate all Undergraduate transcripts.
QUALIFICATIONS: Bachelor degree required. Ability to speak to prospective students in a one-on-one situation. Ability to perform presentations to large groups. Working knowledge of computers. Strong organizational skills are necessary. Able to work as a member of a team. Customer service or sales experience preferred. 20% overnight travel required, must be able to work occasional nights and weekends.

NOTE: Due to the driving/travel requirements, this position is subject to the College’s Motor Vehicle Use Policy and the employee will be required to sign a release upon hire, as well as, annually; so that the College may obtain a Motor Vehicle Report for the personnel file.

If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

New York Chiropractic College is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.