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JOB POSTING
OFFICE OF HUMAN RESOURCES
May 1, 2018

POSITION: Admissions Counselor

DEPARTMENT: Admissions

DIVISION: Enrollment Management

HOURS: Full-Time- Exempt- 35 hours per week, Monday- Friday, 8:30 a.m. - 4:30 p.m.

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: Reporting to the Director of Admissions, the Admissions Counselor is responsible for all activities related to the active recruitment, admission and enrollment of students into New York Chiropractic College’s graduate and professional programs. This position will serve as a key member of the admissions team assisting in meeting enrollment targets.

Specific Duties and Responsibilities:

1. Develop and maintain contact with prospective students from the inquiry stage throughout the admission cycle by utilizing in-person meetings, phone, email, text, mailings and social networking.
2. Counsel prospective applicants on the admissions process and opportunities at the College.
3. Manage the entire admissions process, including evaluation of transcripts, setting up the campus tour/interviews, ensuring all appropriate documents are submitted and recommends candidates for admission or non-admission based in large part on their evaluation of the candidates’ qualifications and their interaction with the candidates. Although the Director has final authority, the Director of Admissions relies on the Counselors judgement as to which candidates to admit.
4. Develop a recruitment plan and participates directly in recruitment activities, including, travel, tours, and presentations. Make strategic decisions about where and how they will recruit potential students from their assigned geographical territory.
5. Meet as a team to discuss pool of applicants with the Director of Admissions and work towards enrollment goals set forth for the programs.
6. Maintain accuracy of prospective student records in the database system and ensure that any state, federal and/or accreditation requirements are met prior to enrollment.
7. Collaborate with other Enrollment Management departments and extra divisional departments to facilitate a high quality admission experience.
8. Participate in staff meetings.
Methods of Accountability:

1. Verbal and written communications with the Director of Admissions.
2. Faculty, staff and student feedback.
3. Compliance with College policies and procedures.
4. Performance evaluations by the Director of Admissions.

Qualifications:

1. Bachelor’s degree required.
2. Experience in higher education, customer service, sales, recruitment or a related field.
3. Excellent interpersonal, organizational, analytical and communication skills; public speaking/presentation ability.
4. Ability to work on a team.
5. Professional demeanor.
6. Basic proficiency in PC use and Microsoft Office programs and database system.
7. Ability to manage a fast-paced, multi-task work environment.
8. Valid driver’s license due to travel requirement (up to 8-12 weeks/year) to various locations.
9. Ability to carry and transport admission materials, displays and other equipment.
10. Ability to work evening and weekend hours on occasion.

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.