



Monroe Community College, a member of the League for Innovation in the Community College, invites applications for the following full-time temporary position:

**COUNSELOR (FULL-TIME TEMPORARY)
ADMISSIONS**

Function of Position:

The Admissions Counselor reports to the Director of Admissions and participates in the development and execution of a comprehensive admissions and student recruitment program. The Admissions Counselor participates in counseling prospective students, developing, executing and assessing recruitment programs on and off campus, and assists in the application of technology to support application processing and the maintenance of an inquiry follow-up system.

Examples of Duties & Responsibilities:

Admission Counseling

- Provides pre-admissions counseling to prospective students.
- Maintains a thorough knowledge of the College's entrance requirements, special populations, curriculum and transfer and placement outcomes of degree programs.
- Maintains interaction with academic deans, department chairs, program directors, etc., regarding curriculum offerings and program promotion.
- Evaluates and makes decisions on applications for admission and evaluating transfer credit.
- Monitors current procedures in the application-processing unit to ensure efficiency, clarity of information, and timeliness.
- Maintains familiarity with the College's non-credit offerings.

Student Recruitment

- Assists in the development, implementation, and maintenance of new e-recruitment strategies (i.e., chat opportunities, message boards, and website innovations, etc.).
- Remains current with new trends and possibilities in e-recruitment.
- Develops and coordinates activities associated with both traditional and adult recruitment.
- Maintains a broad understanding of marketing as it relates to the traditional recruitment funnel and various student populations.
- Assists with recruitment travel to high schools, community events, as well as some business and industry.

Application of Technology

- Assists with technology and software systems, which support the effective/efficient management of the College's initiatives in the areas of recruitment, marketing, and admission processing.

Other

- Assumes other assignments as delegated by supervisor.

Required Qualifications:

- Master's degree in Higher Education Administration, Public Administration, Management Information Systems, or related field from an accredited institution.
- A valid driver's license upon hire.
- Commitment to supporting an inclusive environment on campus. Evidence of respect for and understanding of people with diverse backgrounds, abilities, and needs.
- Clear evidence of commitment to the philosophy of a comprehensive community college.

Preferred Qualifications:

- One year or more of Admissions experience.
- Experience in student recruitment travel, student information systems (Banner), marketing and promotion.
- Familiarity with student computer information systems.
- Evidence of effective communication (interpersonal, speaking, and writing) skills.
- Evidence of team-centered approach to problem-solving.
- Commitment to continued professional growth.
- Willingness to work occasional evenings and weekends at various sites.
- Willingness to travel to recruitment visits within Western New York and the southern tier if necessary.

Monroe Community College is a unit of the State University of New York. It is the policy of the University and of this College not to discriminate on the basis of sex, race, color, religion, national origin, disability, age, marital status or sexual orientation in admissions, employment, and treatment of students and employees in any educational program or activity. To review special instructions and apply, please go to <https://jobs.monroecc.edu>. Please submit all requested documents by August 10, 2010. #0600645