JOB TITLE: Admissions Counselor of High School Populations STATUS:

DEPARTMENT: Admissions FLSA: Exempt

LOCATION: Main Campus LEVEL: 201

REPORTS TO: Director of Admissions

DATE: 6/1/2019

**East Central College**has an opening for an Admissions Counselor for High School Populations responsible for increasing the image and visibility of the college in the community by promoting academic and career/technical programs through recruitment and admission of high school, and transfer students. Serve as the primary liaison between high school and college personnel.

**Minimum Qualifications:**(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

* Completion of bachelor’s degree, one year related experience; Experience in a secondary or postsecondary educational setting preferred.

**Essential Tasks:**(Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.)

* Serve as the primary college liaison between high school and college personnel.
* Build and maintain collaborative relationships with high school and technical school administrators, counselors and teachers to facilitate referral of high school students and to respond to school needs.
* Make individual contacts with potential students and provide information necessary to facilitate their enrollment at ECC.
* Assess and respond to the needs of high school students, their families and area high school districts.
* Collaborate with faculty and other departments to promote and implement effective recruitment and marketing strategies for all ECC programs.
* Record and maintain records on recruitment activities, prospective students, and outcome achievements; prepare monthly status updates on the decisions and progress of prospective students.
* Assess the effectiveness of individual recruitment efforts, supporting continuous quality improvement.
* Represent the college at recruitment programs and events and encourage students to consider attending ECC.
* Assist with outreach efforts targeted to enroll a specified number of new students each term, following up by tracking students who enroll.
* Update and maintain the annual High School Directory.
* Set up and staff promotional booths, exhibits, and displays at high school and community events.
* Assist with preparation and presentation of information promoting college enrollment high school classes, parent groups, and other appropriate audiences as assigned.
* Support and promote all college recruitment events and serve on planning committees as necessary.
* Assist Admissions with new student intake and respond to requests from prospective students.
* Facilitate visits, campus tours, and personal contacts between program faculty and prospective students.
* Participate in College committees and professional organizations.

Please apply here: <https://app.hiremojo.com/mojo/ce/470913920/East-Central-College/Missouri/Union/Admissions-Representative#/>