

Admissions Advisor

Position Description

Education:

Bachelor's degree from a regionally accredited institution in an appropriate field or discipline required within 1 year of hire date.

Experience:

Two years or more experience in recruiting or a related field required. Experience in enrollment services, admissions and/or advising strongly preferred.

Licensure:

Must maintain valid driver's license. Travel is required for recruiting and networking.

Reports to:

Director of Admissions & Advisement

Purpose:

The Admissions Advisor will help assess, organize and support the college-wide recruitment and advising efforts at Methodist College, with specific focus on marketing, recruitment territory, and relationship building with targeted high schools and colleges. The Admissions Advisor will be responsible for the organization of recruitment and advising events, the creation and use of marketing materials, management of prospect student data, and carry an advising caseload of students through recruitment to YearOne advisement.

Responsibilities:

1. Coordinates and participates in College recruitment activities and initiatives based on assigned territory – local, out-of-state and overnight travel required.
2. Assists in the development of an annual recruitment calendar and assignment of territory.
3. Promotes a positive image of the College while meeting with prospective students and applicable organizations regarding nursing education opportunities at the MC.
4. Coordinates with Marketing to develop and order promotional items, admissions viewbook, admissions mailings, signage for events and other pieces necessary to the day-to-day functions of recruitment.
5. Coordinates and conducts open house activities and tours of the college and hospital areas as appropriate.

6. Organizes and facilitates Student Ambassadors training.
7. Maintains confidentiality of all college, prospect, and student issues.
8. Maintains current knowledge of federal, state, and other regulations concerning admissions and student records.
9. Assists with developing, implementing and evaluating the recruitment process with College staff and administration to apply continuous improvement strategies.
10. Collaborate with other admissions staff to assess the incoming student class to determine caseload needs and assign advisors accordingly (at risk, first generation, English as a second language, etc)
11. Serve as the primary advisor for a specific caseload of students during their first year at MC.
12. Assist in the organization and implementation of New Student Orientation for all incoming students at Methodist College.
13. Develop and maintain a thorough knowledge of the major requirements and courses offered for all programs within the College.
14. Assist the Director of Admission and Advisement with the coordination and training of faculty advisors to enhance the advising experience for all students.
15. Assist in the preparation of recruitment workshops and tools to train college staff on procedures, goals and initiatives.
16. Prepare sessions and tools to compliment New Student Orientation.
17. Collaborate with key constituents at the College (program directors, deans, and faculty committees) to meet all student support needs and facilitate the transition from recruitment to advising.
18. Provides collaboration with the Registrar's Office regarding accurate and appropriate transferable course information provided to prospective students and applicants.
19. Maintains records of recruitment activities according to established protocol.

20. Processes and reviews admissions files and provides insight into admissions decisions.
21. Delivers financial aid information to students as appropriate.
22. Serves on College committees as is appropriate.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is performed in an interior-office/room work environment as well as driving Methodist College van to and from events/activities.
- Limited exposure to physical risk.
- Limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively & courteously with culturally diverse grps.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.