

Recruitment Counselor

Effective Date of Posting: June 14th, 2026

MCCC Union Position- (Grade 3)

(Massachusetts Dept. of Personnel Administration Specifications are available in the Human Resources Office at Quinsigamond Community College)

General Statement

The Recruitment Counselor is responsible for assisting the Director of Student Recruitment and Outreach in meeting enrollment goals each year. This is accomplished through the formulation and execution of a comprehensive marketing, recruitment and enrollment plan that includes targeted advertising, travel, high school and partner visitation programs and written and telephonic communications.

In this role, the Recruitment Counselor serves as a public facing ambassador for the Office of Recruitment and Events and Quinsigamond Community College. The position will involve in-person and virtual recruitment as well as projects across the office which may include working with student volunteer groups, assisting with office programs, responding to and working with prospective students and families and engaging college partners. They will also be responsible for supporting roles in larger projects that work towards office priorities and goals. This position requires regular evening/weekend work.

Responsibilities

Under the supervision of the Director of student Recruitment and Outreach

Territory Administration:

- Collecting, analyzing and interpreting data.
- Working with the Director of Recruitment and Events to formulate goals based on historical trends and projections.
- Developing and implementing an individualized recruitment plan with appropriate objectives and strategies.
- Formulating and implementing a comprehensive travel/visitation plan that includes college fairs, high school visits, community based organization visits, company visits and special programs as required.
- Building relationships and developing knowledge and familiarity with secondary school and Community Based Organization (CBO) landscapes.

Funnel Administration:

- Building an inquiry pool sufficient in size and quality to reach established enrollment goals.
- Communicating via text message, phone, email and letters with inquiries to encourage submission of an application.
- Maintaining communication with applied students to encourage and support completion of the application process.
- Maintaining communication with accepted students using yield enhancement strategies to reach enrollment goals.
- Working with Enrollment Coaches to resolve student issues, answer questions and increase yield.

On and Off Campus Events Planning:

- Planning dates, budgets, developing agendas and securing speakers, facilities food, beverages and collateral campus support for assigned activities.

Minimum Qualifications

- Bachelor's degree in Education, Counseling, Psychology, Organizational Behavior, Sociology, Liberal Arts, or closely related field; with two (2) years' experience and/or training involving public education, college admissions or related enrollment services area, academic advisement, or customer service; or an equivalent combination of education, training, and experience.
- An appreciation for working with diverse populations.
- Outstanding verbal, written and presentation skills as well as organizational skills.
- Will be expected to represent and be knowledgeable about the academics, student experience and financial aid programs at Quinsigamond Community College.
- Work independently with little supervision; possess a self-motivated disposition; identify opportunities for improvement and recommend effective changes, all while achieving key objectives resulting in desired outcomes.
- Excellent strategic planning, critical thinking, analytical and persuasion skills.
- Demonstrated ability to work effectively and diplomatically with colleagues as well as with students, faculty and corporate contacts in a multitude of communication methods.
- Professional demeanor, including tact, discretion and a customer service-oriented approach.
- Go above and beyond to provide impeccable customer service.
- The ability to travel extensively in Central Massachusetts.

Preferred Qualifications

- Previous experience in a higher education setting and or community college environment is preferred.
- Bilingual

Start Date

July/August 2026

Salary/Hours

Anticipated salary range is \$58,979 to \$61,218 annually; pay grade 3. Includes a complete fringe benefit package such as competitive health insurance, free dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits; Actual salary calculated in compliance with MCCC/MTA classification system. Transcripts will be required at the time of hire.

Equivalency Statement

Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them with the equivalent combination of education, training and experience required for the responsibilities of this position.



Human Resources
V. 508.854.2883 • F. 508.854.4390
humanresources@qcc.mass.edu

Application Instructions: Visit our Web Site at www.qcc.edu/human-resources for information about our positions.

All applicants must apply online by submitting:

- Resume and Cover Letter
- Names and contact information for three (3) professional references.

This position will close on Sunday July 5, 2026.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

Quinsigamond Community College only accepts application materials through our online application system. We are unable to accept application materials through mail, email, fax, or hand delivery. If you don't have access to a computer, please visit Human Resources Office Monday- Friday from 8:30am-4:30pm.

Quinsigamond Community College understands that persons with specific disabilities may need assistance with the job application process and/or with the interview process. For confidential assistance, please contact the Human Resources Office at 508-854-2883 or humanresources@qcc.mass.edu.

Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.