Manor College has an opening for a full-time Admissions Counselor/Recruiter.

Position Summary

The Admissions Counselor is responsible for recruiting and enrolling students who fit the academic profile and support the mission of Manor College. This position will have the principal accountability for travel and personalized correspondence with recruits and applicants for admission, and the families of these potential students, within an assigned territory.

Specific Responsibilities & Essential Functions

As a member of Admissions team, he/she will participate in general admission activities that include:

- Planning and executing fall and spring travel schedules
- Executing virtual recruitment strategies
- Managing all aspects of recruiting efforts for specified territory in order to meet stated recruitment goals
- Building relationships with and assisting prospective students throughout all phases of the enrollment cycle (inquiry through enrollment)
- Conducting interviews, appointments, and group information sessions for prospective students and their families
- Conducting phone, e-mail, virtual events, and other contacts with prospective students throughout the admissions process
- Reviewing application files for admission
- Representing Manor College at college fairs, high school visits, virtual events, and other off-campus events
- Building relationships with parents, guidance counselors, and other external constituents
- Answering correspondence
- Completing paperwork in a clear and timely fashion
- Managing data with Manor College CRM system (SLATE)
- Other duties as assigned

Line of Reports

The Admissions Counselor reports directly to the Assistant Director of Admissions. The Office of Admissions reports to the Manor College Provost

Criteria & Qualifications

- Strong communication, interpersonal, and customer service skills

- Attention to detail and ability to manage projects and multi-task
- Determination to meet recruitment goals and adhere to deadlines
- Ability to work independently and as a part of a team
- Willingness to work evenings and weekends as needed
- Availability for on-campus, off-campus, and virtual recruitment events as required
- Proficient in the usage of computer programs (Microsoft Office Suite)
- Valid Driver's License
- Bachelor's Degree
- Bilingual skills not required but are a plus

Technical Skills Required:

Keen knowledge of MS Office products, specifically Excel and Word. Experience with Technolutions and Slate is preferred. Working knowledge of CRM databases and a variety of reporting systems preferred.

To Apply:

Please submit your resume with 3 references and salary requirements to jobs@manor.edu

EOE