

Allen College seeks to hire an Admissions Counselor

Posting ID # 128668

Allen College is seeking candidates for a full-time Admissions Counselor beginning immediately. The Admissions Counselor reports to the Registrar. This team member is responsible for promoting Allen College and recruiting students by connecting with prospective students through activities such as visiting high schools and college events, attending career fairs, developing alumni networks, arranging and leading campus tours, and initiating events to attract students to attend Allen College; assisting prospective students with the application process including advising them on pre-requisite coursework and admission requirements and following-up with prospective students regarding missing information or discrepancies; and working with the creative team to develop informational and marketing materials such as brochures/flyers and social media interactions.

In compliance with the Clery Act, Allen College publishes an Annual Security report containing three previous years of crime statistics, institutional policies concerning campus safety, and a fire safety report. The report is available at <https://www.allencollege.edu/filesimages/Current%20Students/Safety/ASR%20Report%209-29-22%20Final.pdf>. A paper copy is available upon request.

Qualifications

1. Bachelor's Degree from a regionally accredited college or university in Student Services, Marketing, or related field, with particular attention to higher education.
2. Two years of experience in recruitment, admissions or sales with preference given to those with experience in a college environment.
3. Ability to prioritize work and function under specific instructions.
4. Effective communication skills and the ability to interact with others.
5. Able to manage large volumes of work with attention to accuracy and detail; able to work with interruptions and meet deadlines.
6. Ability to schedule, meet and maintain routines and deadlines and maintain integrity of records.
7. Ability to anticipate problems and bring forth solutions.

Allen College is an Equal Opportunity Employer.

For more information, contact:

Michelle Koehn or
Registrar
(319) 226-2002
Michelle.Koehn@allencollege.edu

Joanna Ramsden-Meier
Dean, Enrollment Management
(319) 226-2004
Joanna.RamsdenMeier@allencollege.edu

To apply:

Applicants can apply at <https://careers-unitypoint.icims.com/jobs/intro?hashed=-435623200&mobile=false&width=1000&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300> and search for posting ID # 128668.

