

Admissions Representative

Office of Admissions
College of Charleston

Contract length:

July 2016 to April 2017

Position Description:

This position reports to the Senior Associate Director of Admissions. Responsibilities include representing the College of Charleston both on and off-campus to prospective students, parents, secondary school counselors, and other individuals or organizations involved in the college selection process. Extensive travel planning and implantation of recruitment activities for assigned high schools and territories is required. Some evening and weekend hours required, especially during the travel/yield season. Admissions recruitment, counseling, outreach, and application review are all significant functions of this position. A College of Charleston degree is required for this position.

Duties include:

1. Represent the College of Charleston in recruitment and yield initiatives both on and off campus; including presenting to large and small groups, meeting with prospective students and families, answering phone, e-mail, and in-person inquiries. Excellent oral and written communication skills are essential.
2. Counsel prospective applicants on the admissions process and opportunities at College of Charleston. One-on-one admissions counseling is an important responsibility of this position. Counseling occurs primarily by in-person appointments, phone calls, and emails.
3. Travel a designated geographic recruitment territory both in and out of state for long periods of time. Extensive travel will cover about 30% of the contracted period. Position requires strong planning and scheduling skills, critical thinking, time management, and organizational and analytical abilities.
4. Plan and implement various recruitment and yield strategies within the assigned territory. Strategies include high school visits and college fairs, CofC sit-downs, and follow-up with constituencies including prospective students and their parents, college counselors, alumni, etc.
5. Prepare and assist in review of materials submitted by applicants for the purposes of making admission decisions.

6. Assist with the coordination and execution of recruitment and yield events (Accepted Student Weekend, Open House, Counselor Fly-Ins, MOVE weekends, etc.) for prospective and accepted students and their families.
7. Knowledge of or ability to quickly learn FERPA regulations and the ability to lift and carry 40 - 60 lbs. is necessary.
8. Other duties as assigned.

Desired Characteristics:

Strong interpersonal and writing skills including public speaking skills and the ability to present the College in a positive way to populations. Basic familiarity with word processing, spreadsheet and database software tools.

Demonstrated ability to work effectively and flexibly both independently and as part of a team. Problem solving and critical thinking skills are required.

Application Instructions:

Email your resume, cover letter describing your interest in this position, and references to decarioc@cofc.edu no later than June 15, 2016.