



Admissions Counselor/Recruiter

Admissions

ADM/4

JOB SUMMARY

This position is responsible for recruiting and providing admissions counseling for applicants to Darton State College.

MAJOR DUTIES

- Processes and inputs admissions documents in Banner, including high school transcripts, Compass scores, GED scores, and SAT/ACT scores.
- Conducts high school recruitment visits and attends college fairs throughout the region.
- Answers telephone calls, emails and correspondence; assists visitors; provides information and assistance related to the admissions process.
- Assists and counsels students and parents with admissions information and the enrollment process.
- Makes decisions on student files regarding acceptance and denial; sends final letters.
- Corresponds with high school counselors to plan recruitment visits.
- Provides individual and group campus tours.
- Prepares and delivers admissions presentations at visitation days, high school fairs, and in classrooms.
- Assists with Dean Scholar information for high schools and attends Dean Scholar/Merit Award's honors nights.
- Compiles presidential exception documents as needed to be sent to the Student Success Center.
- Assists with special admissions events, programs, registrations and orientations.
- Makes calls to recruit and retain student applicants.
- Attends informational conferences and meetings.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of Darton State College admissions policies.
- Skill in decision making and problem solving.
- Skill in the provision of customer services to applicants and students.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Admissions assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include college policies and procedures, University System of Georgia policies and procedures, and the Family Educational Rights and Privacy Act. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied recruitment and admissions counseling duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to recruit prospective students and to process student applications for admission. Success in this position contributes to the efficiency and effectiveness of student admission processes.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, applicants, parents, high school guidance counselors, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office. The work requires frequent travel.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.