

Admissions Representative

Are you passionate about helping others take the next step in their educational journey? Join a dynamic team at North Central State College as an **Admissions Representative** and make a direct impact in shaping students' futures!

What You'll Do:

As an Admissions Representative, you'll be the face of the College—building meaningful relationships with prospective students, high schools, and community partners to promote all that North Central has to offer. You'll be part recruiter, part communicator, part problem-solver—all with the shared goal of guiding students from interest to enrollment.

Key Responsibilities (include but are not limited to):

Enrollment Advising

- Build relationships with regional high schools and community agencies while continuing to strengthen partnerships with counselors to recruit general high school College now, and CCP students.
- Collect contact information and enter data into a computerized tracking system utilizing CRM functions, including prospect management and communications management
- Make outbound phone calls to prospective student leads within 48 hours after initial inquiry and answer inbound calls to speak with prospective students providing exceptional customer service.
- Track students through prospect and applicant student stages to ensure communication with counselors and parents regarding the necessary steps to enroll at NCSC
- Identify events for student recruitment, and collaborate with Marketing Department to create materials to attract student prospects to consider North Central State College as an "institution of choice"
- Develop and plan campus tours and events
- Provide feedback and detailed reporting on any recruitment activities on a weekly, daily and/or monthly basis as requested
- Approach territory management with an emphasis on utilizing a "best practice" approach, ensuring conversion of prospective students to applicant and accepted status
- Coordinate recruitment activities, including campus visits, presentations to large and small groups
- Demonstrate and possess a strong understanding of cultural competency and how to communicate effectively to different audiences
- Provide support for any student support initiative on or off campus to recruit and retain students at NCSC
- Monitor application and enrollment trends to proactively respond and adjust territory recruitment strategies
- Understand FAFSA deadlines, process, procedures and changes in order to accurately advise students. Make referrals, when appropriate

- Support and assist colleagues with team or department initiatives to accomplish enrollment numbers
- Independently schedule and deliver presentations at area schools, career centers, businesses, libraries and social service agencies as assigned
- Maintain general knowledge of college activities, academic programs and requirements with the ability to refer inquiries to the appropriate personnel
- Attend appropriate workshops, conferences and seminars for professional growth
- Assist prospective students from the point of inquiry to graduation acting as a point person providing exceptional customer service
- Collaborate with other departments in the college to cross train on information and materials needed to assist students in an efficient manner.
- Assist with walk-ins when available
- Other duties as assigned.

What We're Looking For:

- **Education:** Associate degree in Communications, Public Relations, Marketing, or a related field
- **Experience:** student recruitment, marketing, public speaking, or community engagement preferred

Why You'll Love Working Here:

North Central State College is more than just a workplace—it's a community. We offer a supportive environment, opportunities for growth, and a generous benefits package that includes:

- Competitive pay
- Medical/Dental/Vision Insurance with low deductibles and co-insurance
- Employer retirement contributions: 14% (SERS) or 10.15% (ARP)
- College-paid life & long-term disability insurance
- Generous paid time off:
 - 80 vacation hours to start
 - 120 sick hours annually
 - 16 personal hours per year
 - 12 holidays + 2 College-paid days
- Free tuition for employee, spouse, and dependents at NCSC
- Tuition reimbursement for continued education outside the College
- A chance to truly make a difference in students' lives

Review of applications begins 8/10/26 and continues until the position is filled.

Posting Date: 7/27/26

Ready to Join Us?

Submit your resume and a letter of interest online at:

👉 www.ncstatecollege.edu/jobs