

Admissions Representative

Essential Duties (not all inclusive):

- Build relationships with regional high schools and community agencies to identify potential students
- Collect contact information and enter data into computerized tracking system utilizing CRM functions, including prospect management and communications management
- Make outbound phone calls to prospective student leads and answer incoming calls to speak with prospective students providing exceptional customer service to prospective students
- Track students through prospect and applicant student stages to ensure communication with counselors and parents regarding the necessary steps to enroll at the College
- 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

- 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 goals
- 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
- Other duties as assigned

Qualifications:

Education: Associate’s degree in Communication, Public Relations, Marketing or related field

Experience: Two years’ experience with responsibility for formal and informal presentation and marketing to end-users preferred.

Review of Resumes to begin 9/3/24
and until filled
(Posted 8/19/24)

North Central State College is a great place to work. We offer:

- Competitive pay*
- Medical/Dental/Vision Insurance with low deductibles and low co-insurance*
- Employer contribution towards retirement: 14% for SERS participants; 10.15% for Alternative Retirement Plan participants*
- College paid life insurance*
- College paid long-term disability insurance*
- 80 hours of vacation to start*
- 120 hours of sick time/year*
- 16 hours of personal time/year*
- 12 holidays and 2 additional College paid days/year*
- Free tuition at the College for employee, spouse, and dependents*
- Tuition reimbursement outside the College for employees*
- And more!*

Please express your interest in this position by submitting a letter of application and resume:

www.ncstatecollege.edu/jobs

or send to:

**North Central State College
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906**