

**JOB TITLE:** Admissions Counselor – High School Populations

**DEPARTMENT:** Admissions

**LOCATION:** Main Campus

**REPORTS TO:** Director of Admissions

**STATUS:**

**FLSA:** Exempt

**LEVEL:** 201

**DATE:** 6/10/20; 6/11/19; 12/09/16

**POSITION SUMMARY:** This position increases the image and visibility of the college in the community by promoting transfer and career/technical programs through recruitment and admission of students, with a focus on high school populations.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Completion of bachelor's degree, one year related experience; must possess a valid driver's license with acceptable driving record. Experience in a secondary or postsecondary educational setting preferred.

**ESSENTIAL FUNCTIONS:**

*(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Serve as a liaison between high school and college personnel.
- Build and maintain collaborative relationships with high school and technical school administrators, counselors, teachers, and families to facilitate referral of high school students and to respond to needs.
- Share responsibility with Admissions Team to process student applications, evaluate transcripts to determine placement testing needs and registration status, generate related correspondence, conduct outreach, and initiate criminal background and tuberculosis procedures by communicating with the Office of Student Development.
- Develop presentation materials for targeted groups, as requested.
- Execute set up and represent the college at recruitment events to encourage students to consider attending ECC, including but not limited to, college fairs, community events, orientations, open registration, mobile enrollment, and other events as requested.
- Support Early College Programs Office with crossover recruitment activities.
- Facilitate visits and personal contacts between program faculty and prospective students.
- Support and participate in college committees and professional organizations.
- Engage in local travel through recruitment periods, which will include some evenings and occasional Saturdays.
- Perform office duties to include filing, data entry, word processing, composing letters, and incoming and outgoing mail with utmost attention to accuracy.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA), and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work independently and well under pressure to meet deadlines; excellent organizational and planning skills; ability to participate as a team member, ability to adjust to change; ability to handle confidential material judiciously; ability to work accurately and efficiently in a fast paced environment with frequent interruptions; ability to use independent

judgment and discretion; ability to manage multiple tasks and projects; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity; ability to exchange ideas, information, and opinions with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to prioritize tasks and projects; ability to meet timelines and follow-through; ability to handle interpersonal conflict situations; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to follow policy and established methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*(The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement

**POSITIONS SUPERVISED:** None

**SIGNATURES:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.