



# ST. FRANCIS COLLEGE

---

## Admissions Counselor

### **About St. Francis College:**

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

**Job Summary:** Reporting to the College's Associate Director of Admissions, the Admissions Counselor is an integral part of the College's admissions and recruitment team, responsible for the recruitment and evaluation of freshman, student athletes, and transfer students to the College for all academic programs.

### **Essential Duties & Responsibilities:**

- Assume responsibility for the recruitment of qualified students to the College from high schools and community colleges.
- Establish contacts and maintain relationships with key personnel at secondary schools and community colleges and make regular visits to their institutions.
- Conduct in-person interviews with potential students and their parents, both on and off campus.
- Secure, develop, manipulate and maintain information, through use of the College's student information system on the prospective student and applicant pools.
- Evaluate applications and attendant materials submitted by candidates for Admissions, both freshmen and transfers.
- Communicate regularly via phone and email with assigned cohort(s) of the applicant pool to improve the College's enrollment yield.
- Coordinate alumni involvement in the College's recruiting efforts.
- Assist in the planning and implementation of all on-campus recruitment events.
- Manage assigned students through the admissions processes which include, entering and updating student information, processing all application materials, and running daily processes to update the application status of students.
- Maintain student records, complete credit evaluations, send information packets, create weekly tracking reports, schedule appointments and answer incoming phone calls.
- Perform all other duties as assigned.

### **Minimum Qualifications:**

- Bachelor's degree.
- Evidence of some relevant work experience is required.
- Willing to work select evenings and weekends as required.
- Willing to travel regionally or locally with the possibility of some overnight recruitment trips.
- Experience creating documents, spreadsheets, and using Microsoft Word, Excel, and Outlook
- Ability to participate in a fast paced, creative, change-oriented and success-driven environment.
- Creative and energetic with a commitment to working individually or in a team environment.
- Excellent time management skills; ability to manage several projects simultaneously while meeting aggressive deadlines.
- Experience working with NCAA and Student athletes is preferred.
- Proficiency in English (ability to speak another language is also preferred).
- Ability to perform physical requirements of the position – carrying informational materials, walking distances, and extended time standing.
- Ability to work effectively in a collegial environment.
- Ability to relate to many different constituent groups on campus is required.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.

**St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.**

Interested applicants can apply by [clicking here](#).