



**Position:** Part-Time Admissions Counselor

**Department:** Admissions

**Reports to:** Director of Admissions Operations

**Job Summary:** Reporting to the College's Director of Admissions Operations and passionate about its mission, the Admissions Counselor is an integral part of the College's enrollment management team. As an Admissions Counselor at St. Francis College, you will be responsible for recruiting and guiding students through the admissions process. You will serve as the point of contact for prospective students and their families, by meeting with them at college recruitment events, fairs and through high school visits. Your primary goal is to help students understand the benefits of our institution and guide them through the application process.

**Essential Duties & Responsibilities:**

- Build and maintain relationships with prospective students, parents and high school counselors.
- Represent the institution at college fairs, high schools and other recruitment events as assigned.
- Meet with prospective students to discuss academic programs, admissions requirements and financial aid options.
- Assist students with application process, including document collection and submission
- Deliver informative and engaging presentations about our programs, admissions process and campus life.
- Maintain accurate records of all interactions with students and application materials in our CRM (Salesforce).
- Use CRM to track and report recruitment efforts and outcomes.
- Communicate regularly with assigned students through phone and email to guide them through the processes.
- Respond promptly to inquiries from prospective students and their families.
- Provide exceptional customer service, answering questions and addressing concerns.
- Assist in all on-campus weekend recruitment events which include Open House, Admitted Student Day, and Scholarship events.
- Collaborate with college stakeholders to support students through the commitment and new student onboarding process.
- Perform all other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree.
- 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.
- Experience using an educational CRM platform is a plus.
- 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.
- 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.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

**Pay Range:** \$32.00 – \$38.00 per hour

The advertised pay scale reflects the minimum and maximum salary range for this role. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to; the candidate's experience, education, credentials and/or qualifications.

About St. Francis College: For 160 years, St. Francis has been driven by dreams-powered by big ideas, bold ambitions, and the courage to bring them to life. Located on a dynamic campus at a global crossroads, St. Francis College invites students to learn in the heart of Brooklyn, an exhilarating mix of cultures and neighborhoods, home to innovative starts, storied organizations, and the city's largest concentration of college students. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City, and to serve the needs of the local community in which they live and study. We educate the whole person for a full, relational life, developing the students' talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

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