

Admissions Counselor, Freshmen

<http://www.menlo.edu/employment-opportunities/admissions-counselor-freshmen/>

Responsibility Summary

The Enrollment Management department at Menlo College seeks applications for the position of Admissions Counselor. This is a full-time, 12-month, exempt position in the Office of Admissions. The descriptions of responsibilities below are intended to be a descriptive but not necessarily all-inclusive list of specific responsibilities. This position will be accountable for contributing to the overall enrollment goals of the college.

This position requires accountability and responsibility for all activities regarding the recruiting of domestic students to Menlo College. This position requires that the counselor seeks to build relationships with key high school personnel through regular on-site visits and communication. The Admissions Counselor helps implement admissions marketing strategies and plans publications and other communications that meet targeted recruitment strategies for the assigned territory. Each academic session requires enrollment representation of the college at various functions to interpret state-mandated and institutional admissions requirements, provide financial aid information and guidelines, and give information regarding courses of study, and other aspects of the college to prospective students, families, school administrators, and faculty.

Specific Responsibilities

- Represent the college both on and off-campus to prospective students, parents, secondary school counselors and other individuals or organizations involved in the college selection process
- Plan and implement recruitment activities for assigned high schools and territories
- Counsel prospective applicants on the admissions process and opportunities at the college (one-on-one admissions counseling to diverse populations is an important responsibility of this position; admissions counseling occurs primarily by in-person appointments, phone calls and emails)
- Review and score application essays and other materials submitted by applicants for the purposes of making admission decisions
- In close consultation with the Associate Director of Admissions, manage ongoing strategic communications with high school and independent counselors, including email, print, and other media
- Assist in the development and delivery of on-campus events and programs for counseling groups and individuals

Other duties as assigned.

Job Requirements

The position requires regular and effective communication with the incoming students, families, high school counselors, and independent counseling communities. Regular travel on weekends to visit and represent the college at fairs and conferences. Regular office hours are from 8 am to 5 pm, Monday through Friday; selected Saturdays and Sundays, and some evenings. Must be able to work in an open office setting and be in constant contact with the public for the purposes of recruitment and creating amiable connections. This position requires picking up/pulling recruiting materials up to 50 pounds in weight.

This position requires driving to pre-determined recruiting events. Strong cross-cultural interpersonal and writing skills are necessary, including public speaking skills and the ability to present the college in a positive way to diverse populations. Ability to represent the admissions profession positively through a strong, student-centered ethic. Ability to interpret, communicate, and apply policy and procedures. Excellent organizational and time management skills with the ability to independently set priorities to coordinate multiple assignments with fluctuating and time sensitive deadlines. Ability to make decisions and carry through on actions having implications with regard to other departments.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be detailed oriented, display strong organizational and public speaking skills. The ability to develop relationships, communicate effectively, counsel students, and maintain confidential information is also required.

Qualifications

- A minimum of a bachelor's degree with a preferred emphasis in higher education/counseling
- Previous academic experience preferred
- 1-2 minimum years of admissions related experience
- A valid driver's license and the flexibility to work and travel evenings and weekends
- Ability to multitask in a busy office
- Working knowledge of federal and state financial aid programs
- Competitive nature, personal integrity, emotional intelligence, and a sense of humor
- A commitment to the mission and values of Menlo College

Application Instructions

Interested and qualified candidates should submit a resume and cover letter in which they identify their interest in the Admissions Counselor, Freshmen Students position to:

Menlo College Admissions Office, 1000 El Camino Real, Atherton, CA 94027-4301
or via email to ashley.carter@menlo.edu

All prospective Menlo College employees are required to satisfy a criminal background check, as well as clearance annually for the operation of a motor vehicle on behalf of Menlo College.

Menlo College is committed to a firm policy of equal employment opportunity.

Menlo College

1000 El Camino Real

Atherton, CA 94027-4301

800-55-MENLO

admissions@menlo.edu

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