

# Admissions Counselor, Transfer Students

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

## Responsibility Summary

This is a full-time, 12-month, exempt position in the Office of Admissions. The following description is 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 Menlo College.

The Admissions Counselor is accountable for all activities relating to the recruiting of domestic and international transfer students to Menlo College, primarily from local community colleges. The Admissions Counselor must build relationships with key community college personnel through regular on-site visits and communication. The Admissions Counselor helps implement admissions marketing strategies and plan publications, as well as other communications that address targeted recruitment strategies. Each academic session requires enrollment representation of the College at various, primarily community college-sponsored 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

- Coordinate communication with the community colleges and independent counseling communities
- Evaluate applications for admissions review, including completion of transfer credit evaluations and visa documents for international students
- Plan and execute visits to surrounding community colleges and college fairs to attract potential students
- Present to students at community colleges and groups who visit Menlo College
- Counsel students and parents about the admissions process
- Improve visibility of Menlo College throughout the community
- Maintain updated information on trends in transfer admissions and marketing tactics used by competitors
- Assist domestic and international students in obtaining the necessary documentation needed for the application and/or visa process
- Assist in organizing transfer recruitment events to promote Menlo College
- Assist in identifying and executing marketing opportunities to promote transfer recruiting

## Job Requirements

These duties require regular and effective communication with incoming students, families, transfer counselors, and independent counseling communities. Regular travel on weekends to

visit and represent Menlo 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 consistently positive manner 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. Demonstrated ability to make decisions and carry through on actions having implications with regard to other departments.

### **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, Transfer Students position to:

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