**Admissions Counselor/Recruiter** (FT)

Dougherty County Campus

Albany Technical College is seeking a well-qualified, highly motivated individual to fill the position of Admissions Counselor/Recruiter. Under supervision of the Director of Enrollment, the Admissions Counselor/Recruiter will greet visitors and students, and provide information to prospective students on all academic program offerings at Albany Technical College. The Admissions Counselor/Recruiter must stay abreast of admissions, testing, financial aid, academic programs and registrar’s regulations, policies, and procedures. He/she will plan and implement all student recruitment activities to include campus tours, recruitment material mailings, maintenance of the recruitment mailing list, develop promotional gifts for events and serve as the technical college representative at college recruitment functions as well as participate in strategic enrollment planning decisions. He/ she will coordinate and assist with the Accuplacer exam between the high school and the college and assist prospective students with the admission and readmissions process to include advisement of specific career paths. The Admissions Counselor/Recruiter will receive and process applications into the student information system and counsel students on Accuplacer scores. He/she will maximize the use of Customer Relationship Management (CRM) system in synthesizing reports and making data-driven decisions to support recruitment, track interactions, and provided outreach to optimize enrollment strategies. He/ she will enter college and high school transcripts, verify in-state residency, and will provide information by email, telephone, written correspondence and in person to interested parties regarding application procedures and admissions requirements. The Admissions Counselor/Recruiter will collaborate with Academic Affairs to refer prospects and applicants to their programs each semester, and will assist with the design and execution of special event projects and activities. He/she will provide quality customer service to Albany Tech’s internal and external clients in the seven-county service delivery area. The Admissions Counselor/Recruiter will process new and returning students, and assist prospective adult education and academic credit students with the admission process from inquiry to matriculation and graduation. The Admissions Counselor/Recruiter will be able to work with diverse clients while exemplifying quality customer service skills. He/she will have excellent communication (oral and written), computer, and word processing skills. He/she will perform other clerical, recruitment, admissions, and other Student Affairs duties as assigned. He/she should have organizational skills, skills in interpersonal relations and in dealing with the public. He/she should have decision-making and problem-solving skills, be available to work a flexible schedule, including evenings and/or weekends, and be able to travel within the Service Delivery Area.

**Minimum Qualifications:** The candidate MUST have a Bachelor’s Degree from an accredited College or University \*AND\* have two (2) years of related work experience.

NOTE: Experience may substitute for the degree on a year-to-year basis.

**Preferred Qualifications:** The candidate MUST have a Master’s Degree \*AND\* three (3) or related work experience.

**Physical Demands:** Work is typically performed in an office environment with intermittent sitting or walking in various settings. Must lift and carry lightweight objects occasionally. Full range of hand and finger motion may be required for data entry purposes. Frequent travel/driving is required, including overnight travel as needed.

**Salary/Benefits:** Salary range is between $38K & $43K and is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not

discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**  Kathy Skates, Vice President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |