



Admissions Counselor

Position: The Admissions Counselor/Recruiter reports to the Director of Enrollment Services and is responsible for providing admissions counseling services and for the delivery of recruiting activities throughout the service district.

Qualifications: A Bachelor's degree is required. A demonstrated ability to communicate effectively with students, parents, and third party agencies. Excellent organizational and interpersonal skills are required. Flexible scheduling to include daily and/or overnight travel may be required. Proficiency in verbal and written communications for both external and internal customers, as well as the ability to manage multiple tasks/projects are required. The ability to work independently as well as a member of a team is important. A positive and enthusiastic personality is necessary.

Responsibilities:

- Participates in a College-wide comprehensive and aggressive enrollment management program.
- Visits high schools and college fairs presenting and distributing information/promotional materials.
- Arranges and conducts group informational sessions for prospective students, parents, counselors, and others.
- Maintains and enhances the College's relationship with secondary school administrators, guidance counselors, and other educational institutions.
- Conducts tours of buildings and grounds for visiting students, while answering questions about the College, and provides information relative to the College programs.
- Provides limited personal counseling, including a referral service to students.
- Assists with the implementation of New Student Orientation
- Plans or assists with the implementation of all recruitment activities

- Ensures that all activities and student services are appropriately documented in accordance with College compliance measures.
- Assumes other responsibilities and tasks as assigned by the Director of Enrollment Services.

Salary: Salary is determined by education and experience as defined on the Salary Placement Schedule. A generous fringe benefit package is included.

Application Deadline: Review of applications will begin immediately and continue until the positions are filled. Interviews may occur throughout the application period.

Application Procedures: To apply, send completed ANC application, letter of interest, resume, references, and transcripts to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Call (870)762-3121 or email thampton@smail.anc.edu for more information.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: June 22,2022

ANC is an affirmative action, equal opportunity employer.