



JOB DESCRIPTION

TITLE: ADMISSIONS COUNSELOR
DEPARTMENT: STUDENT SUCCESS CENTER, ADMISSIONS DEPARTMENT
CLASSIFICATION: EXEMPT, PROFESSIONAL
REPORTS TO: ADMISSIONS/RECRUITMENT DIRECTOR
SUPERVISES: NONE
LAST UPDATED: January 2018

SUMMARY OF RESPONSIBILITIES

Under the general direction of Admissions Director and Assistant Director, the admissions counselor will counsel students, parents, and counselor about admission to IAIA. The counselor will represent IAIA at events both on-and off-campus locally and nationally; welcome and support students, parents and counselors who call, email or visit the admission office. The counselor will provide administrative support to the admissions office to ensure IAIA recruitment and enrollment plans are met; will serve on assigned and/or related committees; support the mission, vision and core values of IAIA.

ESSENTIAL POSITION FUNCTIONS

- Counsel students and families on matters related to admissions, financial aid, student housing, academics, student life and transition to college.
- Assist in the development and direction of the Admissions Department's activities in order to accomplish its goals and increase recruitment opportunities.
- Establish and maintain key relationships with high school counselors and education organizations.
- Maintain exceptional presentation skills which are effective for both small and large groups of students.
- Manage all inquiries and make effective contact with prospective students via phone, email and/or texting.
- Comply with the Admissions and Recruitment goals and objectives IAIA's Enrollment Management Plan, per the guidance of the Admissions Director.
- Collaborate with the Admissions Director to complete direct recruitment and outreach efforts (middle school, high school/dual credit and community college), to increase enrollment as detailed in the Institutional Strategic Plan 2020.
- Provide timely and accurate updates and/or status reports to the Admissions Director and staff, as well as to key departments at IAIA.
- Function as a user for Admissions module with campus "Student Information System".
- Participate in regular Recruiter meetings to update and inform Admissions Director/Assistant Director.
- Coordinate on a regular basis to meet with the Admissions Director/Assistant Director and others to discuss and resolve matters relating to student admissions and recruitment.
- Represent IAIA at a variety of public gatherings which involve students, parents, alumni, high school and college art teachers and counselors, admissions officers, registrars and faculty members of other institutions, IAIA alumni, Tribal higher education officers and federal and state education officers.
- Maintain membership in professional organizations.
- Local and national travel required.
- Other duties as assigned.

REQUIRED EXPERIENCE AND EDUCATION

Must have a bachelor's degree in related field and 1-2 years of experience in college admissions and recruitment and/or in a professional office setting. **PREFERRED:** Recent experience working with American Indian and/or Alaska Native cultures. Computer capabilities: Windows, Word or word processing skills, Excel, PowerPoint, and Empower or similar student recording system.

PREFERRED SKILLS AND ABILITIES

- Background working in a professional office setting, involving effective customer services is important.
- Experience or knowledge of collegiate admissions and recruitment.
- Basic knowledge of federal student financial aid policies.
- Knowledge of the guidelines of national accreditation associations and the standards of professional performance of the National Association of College Admissions Counselors.
- Understanding and sensitivity to American Indian cultures.
- Ability to interact positively with local, regional, national and tribal personnel, agencies and organizations.
- Ability to communicate clearly and effectively with all levels and with all people and groups.
- Ability to interact and work successfully with faculty, students, parents, alumni and staff as related to job responsibilities.
- Adhere to appropriate standards of conduct and ethics, including:
 - confidentiality
 - integrity and honesty
 - follow senior leadership directives
 - exhibit the ability to adapt to changing work environments
 - cooperate and work respectfully with others
 - participate in pro-active problem solving; regularly attends job duties, and participates in meeting as required.

WORKING CONDITIONS

- Ability to read and interpret basic to complex data/information/guidelines/procedures, etc. related to a wide-range of student support services, such as student enrollment, admissions, recruitment and general academic program advising.
- Ability to interact and communicate (in writing or verbal) effectively with a wide-range of audiences and at all organizational levels.
- Incumbent may be asked by the Admissions Director/Assistant Director to perform other duties/projects/assignments, as needed.
- Local and national travel for meetings and conferences using personal vehicle/company vehicle or air transportation may be required.
- Performance evaluation will be determined based on performance results of job duties as described herein as well as attainment of annual strategic work plan goals.
- The job evaluation will include assessment of performance results as described herein.
- Management reserves the right to revise this job description at any time, with or without notice.
- This job description is not a contract for employment.
- This job description does not list all the duties of this position.
- Supervisors or managers may assign other instructions and duties.