



Hanover College is currently advertising for an Admission Counselor/Assistant Director of Multicultural Recruitment **or** Admission Counselor/Assistant Director of Admission & Financial Aid . This is due to recent job vacancy. Please refer to the attached job descriptions for further details. If interested, please submit a letter of interest, resume, and contact information for three professional references to hr@hanover.edu.

Admission Counselor/Assistant Director of Admission & Financial Aid

Job Summary:

The enrollment management division at Hanover College is seeking a dynamic admission and financial aid professional with a high ability for strategic planning who will also work autonomously to expand Hanover's presence in key recruitment areas. Qualified candidates will travel extensively in the fall visiting high schools, attending college fairs, and work closely with the college counselor community. This position will maintain a significant recruitment territory and will, at the discretion of the director of admission or vice president for enrollment management, manage any ancillary duties assigned.

The selected candidate will have the strategic, managerial and entrepreneurial background necessary to provide exemplary leadership in an environment that is fast-paced with high expectations.

Essential Functions:

- Participate in the development, implementation, and assessment of tactical recruitment plans
- Provide individual admission counseling to prospective students and families
- Deliver admission presentations to a diverse constituency
- Make admission decision recommendations
- Represent the college at on and off campus admission events, high school visits, college fairs, financial aid nights, and various state and national conferences
- Execute responsibilities in an environment that provides a high level of autonomy while keeping supervisor informed of progress towards attainment of admission objectives

Job Qualifications:

Education Required: Bachelor's Degree

Experience Required: 1-2 years (admission counselor) / 2-3 years (assistant director) of admission, financial aid, student affairs or related experience preferred

Skills Required:

- Excellent written, oral communication, interpersonal and organizational skills
- Proven implementation and management of multiple projects to fruition and must possess a track record of working in a team-based professional environment
- Demonstrated ability to think strategically, to take initiative, exercise sound decision making and multi-task
- Understanding of data-driven decision-making and analytical thinking
- Experience using Technolutions Slate as a CRM
- Proven ability to establish priorities and manage time wisely

Hanover College is committed to providing equal access to its educational programs, activities, and facilities to all otherwise qualified students without discrimination on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable state or federal law. An Equal Opportunity employer, the College also affirms its commitment to nondiscrimination in its employment policies and practices. In compliance with Title IX (20 U.S.C Sec. 1681 et seq.) Hanover College prohibits sex discrimination, including sexual harassment.