



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 Multicultural Recruitment

Job Summary:

The enrollment management division at Hanover College is seeking an admission professional with a high ability for strategic planning who will also work autonomously to expand Hanover's presence in key recruitment areas while developing under-served burgeoning multicultural markets for Hanover. Qualified candidates will travel extensively in the fall visiting high schools, attending college fairs, and work closely with the college counselor community, community-based organization leaders, student mentors and non-profit organizations. Throughout the year, the selected candidate will assist in the administration of the Benjamin Templeton Scholars Program and serve as an active voice in the growth and direction of the program. This position will maintain a 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 with specific focus on multicultural recruitment initiatives
- Grow and strengthen relationships with community based organizations
- Assist in the administration of the Benjamin Templeton Scholars Program
- Interview with and formulate communication initiatives with prospective students
- Deliver presentations to a diverse constituency
- Make admission decision recommendations
- Provide admission and financial aid counseling
- Assist with on and off campus admission events
- Represent the college at 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
- 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.