

# JOB DESCRIPTION

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**TITLE:** Associate Admissions Counselor Traditional  
School

**FLSA:** E

**COMPANY** Indiana Institute of Technology

**DEPT:** Admissions

**REPORTS TO:** Director of Admission

## **General Summary**

The Associate Admissions Counselor is in training to become an Admissions Counselor. In this position, the incumbent will train on the following: meet with prospective students to explain the curriculum, effectively educate prospective students on the benefits of the programs provided by Indiana Tech, and enroll new students from assigned geographical areas. Database management, weekly reports and achievement of goals will be monitored to attain the desired level of competence.

## **Principal Duties & Responsibilities**

- Document all prospective student requests, keeping detailed notes while communicating via email, text, and phone to move students from point of interest, to apply and ultimately enroll
- Meet with prospective students
- Participate in information sessions, education fairs, and related activities aimed at prospective undergraduate students
- Actively participate in generating ideas to increase enrollment of new students
- Support the vision and policies of Indiana Tech
- Support and implement recruitment plan to encourage students to select Indiana Tech early in high school career
- Assist Admissions Counselors in processing student files
- Participate in campus community
- Adhere to all state, federal, and company policies regarding student recruitment

## **Measures of Accomplishment**

Determine when annual goals and objectives are set with supervisor.

## **Job Requirements**

- Earned Bachelor degree from an accredited college/university
- Outstanding communication skills
- Customer service mindset
- Interoffice personal skills/team player
- Sales and marketing skills
- Pleasant telephone demeanor
- Time management skills
- Competitive, goal oriented work ethic
- Travel required (must be insurable at all times to be employed and remain employed in the capacity of this job)

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- Computer skills:
  - Infomaker: Beginning
  - Excel: Beginning
  - Word: Beginning
  - Filemaker: Beginning
  - Jenzabar: Beginning
  - Power Point: Beginning

## Experience

- Previous recruitment, sales, or customer service experience preferred.


## Working Conditions

- Work is normally performed in a typical interior/office work environment.
- Travel will be required periodically, usually within a 3 hour radius and for up to a week at a time.

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

## Review/Approvals

  
\_\_\_\_\_  
President Date

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V/P, Enrollment Management Date

\_\_\_\_\_  
H R Director Date

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Incumbent Date