2021-2578: Undergraduate Admissions Counselor

Overview:
The admissions counselor will be responsible for successfully recruiting and enrolling students to Salem State University. To achieve these goals, the incumbent will review applications for undergraduate admission, conduct recruitment travel, as well as advise and counsel prospective students, guidance counselors, and other constituencies regarding the admission process and academic programs. The incumbent will be responsible for meeting individual and team enrollment goals.

Salem State works to foster a university-wide culture of inclusion, accountability, collaboration, and stewardship and was selected as a recipient of the 2017 INSIGHT into Diversity Higher Education Excellence in Diversity (HEED) Award for our commitment to diversity and inclusion across our campus.

Salem State strives to provide an experience where community members feel supported as they explore, learn, and celebrate their identities, similarities, and differences. Salem State’s employee resource groups provide a forum for staff to share common interests, concerns and support one another with the goal of advancing a respectful and caring community (Asian, Black, Family & Caregivers, Latinx, LGBTQ and Women’s ERG).

Responsibilities:
Admissions counselors plan and implement a student recruitment plan to foster the development and conversion of prospective student inquiries to application and enrollment; represents the university at various activities for the purpose of recruiting students on and off campus related events; reviews admission applications, academic criteria and renders admissions decisions in a timely fashion and enters data into student administration systems; Organizes travel within a designated geographic territory, obtain and analyze data to develop in-depth knowledge of the area; provide support for program planning targeting guidance professionals, educational consultants, community, religious and cultural programs, and prospective students and work closely with the admissions team to nurture community outreach efforts organizations in order to increase diversity; meet with prospective students and conduct group information sessions to relay information regarding enrollment, academic programs, and other university duties.

Required Qualifications:
1. Bachelor's degree
2. One year of experience in higher education, or a closely related field
3. Experience working both independently and as part of a team, in order to meet project and task deadlines
4. Must have access to reliable transportation; must possess and maintain a valid driver's license and have appropriate auto insurance coverage throughout tenure as an admissions counselor

Preferred Qualifications:
1. Three years of experience in an admissions office
2. Fluency in Spanish or another language
3. Excellent public speaking, interpersonal and written communication skills
4. Possess excellent technical skills with Internet applications, social media and Microsoft Office suite
5. Strong critical decision-making ability and time management skills
6. Knowledgeable of Salem State University's programs
7. Knowledge of/experience with admissions processes in U.S. higher education; understanding of Salem State admissions practices a plus
8. Experience with a CRM (TargetX/Salesforce) and/or PeopleSoft Student Information System
9. Experience in the development of school counselor and community college counselor relationships
10. Experience developing trainings or presentations for diverse populations

**Working Conditions:**
Salem State University complies with the Americans with Disabilities Act (ADA) to provide reasonable accommodation to qualified applicants and employees with disabilities. For accommodation information or requests please email eo-hr@salemstate.edu.

Office activities are performed in an environmentally controlled office setting subject to extended periods of sitting and standing, keyboarding and interaction with computer equipment; Occasional bending, reaching, lifting, pushing and pulling up to 10 pounds.

Willingness and ability to work evenings and weekends; travel required (annual travel is estimated at approximately 8-10 weeks per year).

**Special Instructions to Applicants:**
Please apply online at salemstate.edu/jobs and attach resume and cover letter.

Employment is contingent upon a completed background and CORI check satisfactory to the university. Internal candidates are not subject to background check.

This position is not eligible for H1B visa sponsorship.

**EEO Statement:**
Salem State University is an equal opportunity/affirmative action employer. Persons of color, women and persons with disabilities are strongly urged to apply.

**Please Note:** If there is no application deadline associated with a position, it may come down at any time. Once a posting is removed, additional applications will not be accepted.