Job Opening

Position: Regional Admission Officer
Full Time—12 Months

Reports to: Vice President of Enrollment Management

Salary: $50,000 salary base, commensurate with experience

OCCUPATIONAL SUMMARY:

The Regional admission officer plans, coordinates, conducts, and evaluates the recruitment of new students from a specified geographic region or population. As an outreach agent of Houghton College, the Regional admission officer establishes and maintains contacts with key constituents, such as guidance counselors, church leaders, and alumni, to promote program and service offerings. The Regional admission officer promotes Houghton College through direct interaction with prospective students and families. The Regional admission officer hires, trains, and supervises a recruitment team comprised of current students. This position serves as a member of Enrollment Management Senior Staff and assumes special projects and responsibilities, including travel.

DUTIES AND RESPONSIBILITIES:

- Establish and maintain relationship with key partners, such as guidance counselors, church leaders, and alumni.
- Plan and execute regional enrollment events.
- Hire, train, and supervise a student recruitment team.
- Read, review, and recommend applicant files for admission based on Houghton College admission requirements.
- Meet with prospective students and families on-campus to explain the opportunities available at Houghton College and offer counsel regarding the admission, enrollment and financial aid process.
- Assists with implementation of on-campus recruitment events and programs in conjunction with visit staff. Conduct information sessions and campus tours as necessary.
- Regularly reach out to prospective students and families via phone calls, emails, and other forms of communication.
- Participate as part of a collaborative admission team, working closely with fellow admission officers, admission directors and visit office staff to achieve enrollment goals.
- As directed, regularly visits high schools, community colleges, churches, and college partners to provide information and pre-admission information sessions. Represents Houghton College program offerings at college fairs and other recruitment events.
- Work to engage faculty, staff, and students from around campus in the recruitment process.
- Regularly assess the effectiveness of recruitment activities and think creatively about how to increase the quantity and quality of prospective students from assigned geographic region.
• Provide financial aid calls to families to explain their award letters.
• Perform other duties incidental to the work described herein.
• Meet regularly with senior staff members.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all the duties, responsibilities, and skills required for this position.

MINIMUM REQUIREMENTS:
• Bachelor’s degree required, Master’s degree preferred
• At least five years relevant and proven experience in higher education recruitment
• Proficient with the Microsoft Office suite (Word and Excel required)
• Ability to maintain confidentiality
• Highly self-motivated
• Excellent oral and written communication skills for interaction in person, by phone, and in writing
• Proven orientation toward quality service and teamwork
• Valid driver’s license with acceptable driving record
• Ability to lift 20 pounds; sedentary work; sitting for extended periods
• Evening and weekend work required including multi day travel and admission events

Interested applicants should send a cover letter, resume, statement of Christian commitment, and the names and phone numbers of three references to:

Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu
(Application materials preferred via e-mail)

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