

LAKE ERIE COLLEGE

Notice of Vacancy

Admission Counselor/Assistant Director of Admission

REPORTS TO: VICE PRESIDENT FOR ENROLLMENT

STATUS: FULL-TIME, EXEMPT, SALARIED

Lake Erie College, a small, co-educational, four-year, independent liberal arts college located in Painesville, OH, 30 miles east of Cleveland, invites applications for the full-time position of admission counselor/assistant director of admission. The admission counselor/assistant director of admission will be responsible for aspects of the recruiting and enrollment process for incoming students, including identifying and maintaining communication with prospective students and enrolling students from a geographic recruiting territory.

The position will also assist in the effective management of the Admission Office and must demonstrate an ability to work independently, as well as collaboratively with team members, faculty, students, alumni, administrators and staff.

The successful admission counselor/assistant director of admission is resourceful, with an entrepreneurial spirit, and exhibits superior customer service skills and professionalism throughout daily interactions and communications with students including interviews, phone calls, emails and information sessions.

RESPONSIBILITIES:

- Reports to the VP for enrollment to develop and implement effective recruitment and marketing programs and material to meet enrollment goals.
- Visits high schools and college fairs for recruiting purposes and advises prospective students and their parents on the application process and policies.
- Follows-up on contacts provided by the College, tracks applicants through the enrollment process and serves as the contact and resource person for all admitted students from their territory.
- Conducts admission interviews, post-secondary information sessions and presentations for applicants on and off campus.
- Prepares weekly and monthly activity reports, reviewing data for planning purposes.
- Updates and maintains inquiry database, as applicable.
- Participates in and helps coordinate all College recruitment events.
- Review and analyze student applications.
- Assists students and families with general financial aid information.
- Availability to work a flexible schedule that includes some evenings and weekends.
- Travel required. Must have a valid U.S. driver license.
- Performs other responsibilities as assigned by the vice president for enrollment.

PREFERRED QUALIFICATIONS:

- Bachelor’s degree required; marketing, public relations, communications, education, counseling or related field desirable.
- Strong public relations, customer service and public speaking skills, ability to work effectively with a diverse customer base.
- Excellent writing, organizational and time management skills.
- Ability to approach recruiting assignments with creative and innovative ideas.
- Strong computer and data processing skills, social media and marketing via the Internet.

APPLICATION PROCESS:

Qualified candidates should submit a letter of interest, resume and three professional references to: humanresources@lec.edu (preferred method for applications) or Admission Counselor/Assistant Director of Admission Search, Lake Erie College, 391 W. Washington St., LEC Box 358, Painesville, OH 44077. Review of applications will begin immediately and continue until the position is filled. Subject to a criminal background check prior to employment. Learn more at <https://www.lec.edu>. EOE

THE COLLEGE:

As one of the oldest institutions of higher learning in Ohio’s Western Reserve, Lake Erie College is proud of its long heritage. From its start as a female seminary, in the Mount Holyoke style, to the coeducational institution it is today, the College has been a leader in higher education for over 160 years. Offering both undergraduate and graduate degrees, the College fosters an environment of engagement, empowerment and self-evaluation in a diverse world, for both students and employees. We offer a rich menu of employee benefits in retirement, health, education and more, affirming the value we place in our employees.

MISSION STATEMENT:

Lake Erie College provides an excellent, inclusive, and highly personalized education grounded in the liberal arts tradition. Guided by hope and care, our students are empowered to lead lives of personal significance and professional success as global citizens.