

## Morris College

### Admissions Counselor/Recruiter

#### Position Summary

Morris College invites applications for the position of Admissions Counselor/Recruiter. The Admissions Counselor/Recruiter is responsible for recruiting, counseling, and assisting prospective students throughout the admissions process, from initial inquiry through enrollment.

The successful candidate will represent Morris College at high schools, community colleges, college fairs, churches, community events, and other recruitment programs. This position will develop relationships with prospective students, parents and families, high school counselors, community partners, alumni, and other stakeholders.

The Admissions Counselor/Recruiter will manage an assigned recruitment territory and/or student population and will work closely with other campus offices to support the College's enrollment goals.

#### Essential Duties and Responsibilities

The Admissions Counselor/Recruiter will:

- Recruit prospective students through high school visits, college fairs, community events, church partnerships, transfer programs, and other recruitment activities.
- Manage an assigned geographic territory and/or student recruitment population.
- Develop and maintain relationships with high school counselors, teachers, community leaders, churches, alumni, and other recruitment partners.
- Counsel prospective students and families regarding admission requirements, academic programs, scholarships, financial aid processes, campus life, and enrollment procedures.
- Conduct individual and group presentations to prospective students and families.
- Represent Morris College at recruitment events both on and off campus.
- Travel extensively, including evenings and weekends, as required.
- Follow up with prospective students by telephone, email, text messaging, virtual meetings, and other communication methods.
- Maintain accurate records of prospective student interactions and recruitment activities in the College's admissions CRM or student information system.
- Assist students with completing applications for admission and submitting required documents.
- Monitor assigned student inquiries, applicants, admitted students and conduct appropriate follow-up to support enrollment.
- Work with students who have incomplete applications or missing admission requirements.

- Assist with recruitment and yield programs and other enrollment events.
- Participate in the planning and execution of special recruitment initiatives and enrollment campaigns.
- Work closely with Financial Aid to assist students in understanding financial aid requirements and resolving barriers to enrollment.
- Support recruitment efforts for transfer students, adult learners, first-year students, and other assigned populations.
- Maintain a regular travel schedule and submit recruitment reports, travel reports, and other required documentation.
- Meet established recruitment activity, application, admission, and enrollment goals.
- Assist with campus tours and visitor experiences, as needed.
- Maintain a professional and positive representation of Morris College at all times.
- Perform other related duties as assigned.

#### Minimum Qualifications

- Bachelor's degree from an accredited college or university.
- Experience working with students, customers, clients, or the public.
- Excellent verbal, written, and interpersonal communication skills.
- Strong presentation and public speaking abilities.
- Ability to develop relationships with diverse populations.
- Ability to work independently and as part of a team.
- Ability and willingness to travel extensively.
- Ability to work evenings and weekends, as required.
- Valid driver's license and ability to travel for college business.

#### Preferred Qualifications

- Experience in college admissions, recruitment, enrollment management, student affairs, or higher education.
- Experience working at a Historically Black College or University (HBCU).
- Experience using a customer relationship management (CRM) system or student information system. Experience with Jenzabar (CRM) system.

- Experience recruiting students in high schools, community colleges, churches, or community-based organizations.
- Knowledge of the college admissions and financial aid processes.
- Experience working with first-generation college students and families.
- Experience developing recruitment partnerships and managing a geographic territory.

#### Knowledge, Skills, and Abilities

The successful candidate should demonstrate:

- A commitment to the mission, values, and student-centered culture of Morris College.
- Strong relationship building and customer service skills.
- The ability to connect with prospective students and families.
- Excellent organizational and time management skills.
- The ability to manage multiple priorities and deadlines.
- Strong attention to detail and follow through.
- The ability to use data to manage a recruitment territory and student pipeline.
- Professional judgment and discretion.
- The ability to work effectively with students, families, faculty, staff, alumni, and community partners.
- A commitment to supporting the educational mission and traditions of a Historically Black College or University.

**Please send cover letter, resume, list of references and transcripts to [alawson@morris.edu](mailto:alawson@morris.edu)**