



**Title:** Admissions Counselor

**Posting No.:** 377

At ACC, every employee is focused and responsible for student success. We promote a culture of inclusivity and innovation through individualized support, passionate employees and a welcoming environment. Hands on experiences and personalized attention make learning come alive at ACC enabling our diverse community of students and staff to develop the knowledge and skills they need to reach their academic and career goals. Since 1965, ACC has supported a culture of achievement and has been the place of choice for people who want to Move Mountains.

**Job Summary:**

The Admissions Counselor's primary focus is representing the college, both on and off campus, to prospective students, parents and high schools, and assisting prospective applicants through the admissions process. Under the direction of the Director of Admissions, the Admissions Counselor will build strong, quality relationships and enhance communication to increase enrollment, consistent with the college's mission of access to all students.

The Admissions Counselor will be responsible for the daily student recruitment services for a designated territory within ACC's service area. These services will consist of daily prospective student information sessions, advising students and their families about the admissions process, coordinating recruitment events, knowledge of academic programs and representing the Admissions department at all recruiting events and activities.

This position requires travel to and from high schools, college fairs and various prospective student community events; enrollment project management and oversight; telemarketing; interacting with prospective students; and working with parents, guidance counselors and ACC staff. Every ACC faculty and staff member will participate in the assessment process of the College, utilizing the results of assessment for continuous institutional improvement.

**Minimum Qualifications:**

- Bachelor's degree from an accredited institution.
- Experience working in a college or university setting.
- Valid Driver's License.
- Effective written and oral communication skills.
- Proficient with current technological tools, including using Microsoft Office products.
- Demonstrated commitment to creating an inclusive learning & work environment.

- Demonstrated ability to work effectively with students, families, faculty and staff of diverse backgrounds.

**Preferred Qualifications:**

- Bilingual in English and Spanish.
- Knowledge of Ellucian Recruit CRM.
- Knowledge of Banner Student Information Records System.
- Experience working in a community college setting.
- Excellent interpersonal and communication skills.
- Experience providing student-centered customer service.
- Master's degree in related field from an accredited institution.

**Work Environment:**

Work environment is a combination of traveling off-campus for recruiting and outreaching events; and in-office work to include on-on-one prospective student/family sessions, campus tours and various other recruiting events and work duties. Work hours can vary, including covering recruitment and outreach events on evenings and weekends dependent on the recruitment time cycle. Some night and weekend work shifts are required.

**Physical Demands:**

- Occasionally lifts, carries, pulls or pushes up to 50 lbs.
- May need to stoop, reach, handle, have manual dexterity and the ability to talk and hear.
- Mental function demands include comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating, instructing, and interpersonal skills.

**Advertised Salary Range:** Salary for this position is \$40,000 to \$43,000, commensurate with education and experience. This is a full-time, FLSA exempt position.

**Closing Date: October 3, 2018 5:00pm**

**To Apply:** All applicants must submit a resume, detailed letter of interest addressing the job announcement, unofficial transcripts, copies of certifications (if applicable), and names and contact information for three professional references. Incomplete applications will not be considered. Submitted cover letter and resume should clearly indicate how the applicant meets the qualifications listed above. To submit your application, visit our [career's website](#).

If you have questions regarding this position, please contact us at [ACCAskHR@arapahoe.edu](mailto:ACCAskHR@arapahoe.edu).

**Notice to all Applicants:**

- Final candidate will be subject to successful completion of a background check, and, if applicable, a motor vehicle record review.

- Former employees of the Colorado Community College System, or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in their application material.
- Final candidate is required to submit official transcripts to Human Resources within thirty (30) days of hire.
- ACC participates in the Colorado Public Employees Retirement Association (PERA) and as such, PERA-eligible employees are required to contribute to PERA in lieu of Social Security for retirement benefits. For more information, visit the [COPERA web page](#).
- Direct deposit of payroll is a condition of employment.
- Arapahoe Community College participates in E-Verify.

**Reasonable Accommodation Statement:** Arapahoe Community College provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact Angela Williams, Director of Human Resources, at 303.797.5715 or [angela.williams@arapahoe.edu](mailto:angela.williams@arapahoe.edu).

Arapahoe Community College is an equal opportunity employer and prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities.

We seek to respect, understand, and embrace the diversity of our students, staff, faculty, and the community we proudly serve. We oppose discrimination and strive to foster an equitable and inclusive learning environment for our students that reflects the diverse nature of our world through professional development, responsive programming, reflection, and action.