



Transfer Admission Counselor

Admissions

Fort Lewis College
Durango, Colorado

Position Summary

The Transfer Admission Counselor's primary responsibility is to manage outreach and recruitment efforts for transfer and freshmen students while contributing to the development and implementation of a comprehensive and data-driven undergraduate recruitment plan.

Minimum Qualifications

- Bachelor's degree (earned by position start date)
- Excellent interpersonal skills that include professional communication, relationship building, and the ability to clearly and concisely present information
- Strong written and verbal communication skills, including excellent presentation abilities
- Experience working with diverse groups of people in a variety of settings
- Demonstrated ability to effectively manage multiple priorities
- Experience identifying and defining problems/alternatives and developing recommendations
- Display strong planning and organizing skills, attention to detail, and ability to produce desired results
- Proven ability to initiate and implement projects independently and as part of a team

Preferred Qualifications

- Spanish bilingual ability
- Experience in college advising/registration or orientation
- Experience navigating available resources or participating in activities related to higher education and/or the 16-22-year-old prospective student market
- Experience as a student leader, Student Admission Representative, Tour Guide, Resident Advisor, Peer Advisor, Orientation Leader, or similar student involvement

Major Responsibilities

Recruitment and Outreach (50%)

- Travel extensively, including weeknights and weekends, (approx. 12 weeks in the fall and 4-6 weeks in the spring) to promote Fort Lewis College to prospective transfer and first-year students to meet college enrollment goals
- Counsel, advise, and maintain positive contact with prospective students and their families, regarding admission requirements, transfer policies, financial aid and scholarships, and campus life.

- Qualify student interest in FLC through personalized outreach efforts to include phoning and texting campaigns as well as in-person interactions
- Present to large and small groups of students and guests at on- and off-campus events including high school visits, college fairs, campus visit programs, application workshops, community events and parent nights.
- Manage and develop recruitment strategies in conjunction with overall recruitment goals. Review and analyze data to determine schools, fairs, and events to attend/visit from multiple databases, queries and reporting tools
- Develop expertise on transfer market including student trends and competitor analysis
- Develop and manage relationships with key constituents in territories to include community college counselors, community based organizations and alumni, parents and students
- Appropriately and efficiently manage time and allotted financial resources to meet recruiting objectives
- Prepare written reports, make strategic recommendations and contribute to the overall development of recruitment plan
- Schedule college visits and participate in college fairs, coordinate other outreach activities to prospective transfer students, maintain calendar of events and provide activity reports
- Serve in an on-call advising capacity on a regular rotation in the Office of Admission providing excellent customer service to visiting students, families and community members as well as responding to phone and email inquiries and facilitating information sessions.

Pre-Enrollment Counseling (30%)

- Conduct Pre-Enrollment counseling appointments with prospective transfer students
 - Must understand and clearly communicate college policies with regards to degree completion, transfer of credit and course registration
 - Requires ability to understand complex and individualized situations in order to provide accurate counseling and apply correct policies

Campus Visit Programs (15%)

- Collaborate and take direction from the Assistant Director of Campus Visit Programs in regard to responsibilities that contribute to the success of all campus visit programs. This may include planning and implementing components of larger programs or coordinating specific visit programs.

Other Duties (5%)

- Responsible for timely follow up with internal and external customers
- Complete reports related to recruitment, schedule, travel, and special programs
- Participate as an engaged and supportive member of the Admissions team by:
 - Participating in meetings, committees and special projects
 - Assisting colleagues with team projects
 - Proactively engaging in identifying areas for improvement and innovation
- Other duties as assigned

Work Conditions

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop kneel to install computer equipment
- Specific vision abilities required by this job include close vision requirements due to computer work
- Light to moderate lifting is required

Compensation

Salary \$36,000 to \$40,000 plus a comprehensive benefits package.

A complete application packet includes:

- Cover letter addressing interest and qualifications for position
 - Include details regarding how your personal and professional experiences allow you to encourage a learning environment grounded in equity and inclusion. "How do you envision contributing to Fort Lewis College's commitment to equity and inclusion?"
- Resume
- Names and contact information for three current, professional references

Submit materials as **ONE** PDF file via email to:

Admission-Search@fortlewis.edu

**Application materials received by June 24, 2019, will receive full consideration.
Position will remain open until filled.**

*The successful candidate will be required to submit original, official college transcripts,
and pass a background check.*

The College and the Community

[Fort Lewis College](#), a selective public institution located in [Durango, Colorado](#), offers degree programs in arts, business, education, health fields, humanities, social and natural sciences, and teacher education. Our inspiring mountain campus is located atop a scenic mesa overlooking historic Durango and situated between the San Juan Mountains and the desert Southwest. We are committed to accessible and high-quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning. Our 3,400 students come from 48 states, 17 countries, with 36% Native American and Alaska Native backgrounds, and 11% Hispanic backgrounds. Durango is a thriving multicultural community of 18,500 set along the beautiful Animas River Valley. Averaging 300 sunny days per year, the community is known for its outdoor lifestyle and friendly, festive atmosphere. Durango is also the cultural and economic hub of the Four Corners region, rich in dining, shopping, and entertainment, and linked with airline service to hubs in Denver, Phoenix, and Dallas.

Equal Opportunity

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, veteran status, pregnancy, or genetic information. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. The College is dedicated to building a culturally diverse and pluralistic faculty and

staff committed to teaching and working in a multicultural environment; applications from underrepresented groups are strongly encouraged.

ADAA Accommodations

Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Kristin Polens by phone 970-247-7459 or email kpolens@fortlewis.edu at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.