MassBay Community College
Position Description

Position Title: Admissions Counselor
MCCC Professional Staff
Full-Time, 12 month Position

Department: Office of Admissions

Reports to: Director of Admissions or designee

Date: October 2011

Position Description:

Assist coordinating the admissions process. Perform student admissions advising and administrative work. Responsible for evaluating admissions applications, meeting with applicants, evaluating transfer credits, recruiting students and processing and maintaining documentation. Perform related work as directed.

Key Responsibilities and Duties:

- Assist coordinating the college admission process for the Divisions of Health Sciences; Humanities; Social Science and Professional Studies (SSPS); Science, Technology, Engineering and Math (STEM); and Transportation and Energy.
  - Evaluate applications of prospective students.
  - Receive transcripts from other colleges and evaluates transfer credits; determine which courses/credits can be transferred to student’s current program.
  - Determine eligibility, acceptance of applicants into Health Sciences and Automotive programs.
  - Evaluate readmission of Nursing and Allied Health applicants to eligibility for acceptance.
  - Promote MassTransfer program
- Participate in recruitment activities and provide information on college opportunities and admission policies and procedures as well as activities.
  - Provide information to prospects, applicants, and students via telephone, e-mail, website, walk-in visits, or scheduled appointments.
  - Work with program coordinators to promote programs and recruit students.
  - Organize information sessions, presentations, and recruitment activities.
  - Make oral presentations and travels to recruitment sites.
  - Collaborate with select local high schools on admission activities relating to recruitment, testing, and registration of students.
- Assist international students with completion of admissions applications/documentation.
- Promote Dual Enrollment/Early Admissions Agreement through recruitment activities.
- Assist in the evaluation of policies and procedures as it pertains to the Office of Admissions.
- Assist in the coordination of CVTE- Linkages activities for high school students.
• Perform administrative tasks associated with department activities.

• Interact with various agencies/individuals.
  o Attend meeting and serve on committees; participate in open houses, career panels, and information sessions; communicate with supervisor, employees, other departments, current/prospective students, parents, faculty members, other educational facilities, the public, outside agencies and other individual to coordinate activities, review status of work, exchange information, or resolve problems.

• May coordinate work of assigned work-study students or other support staff.

• Maintain professional knowledge in applicable areas through professional development.

**Minimum Qualifications:**

Master degree in Education, Counseling, Human Services, Liberal Arts or closely related field; with six (6) months experience and/or training involving college admissions, transfer credit evaluation, or academic counseling/advisement, or an equivalent combination of education, training and experience.

At time of hire, must possess and maintain a current valid Massachusetts driver license and have access to a reliable motor vehicle in order to visit recruitment sites of conduct other work activities. Ability to work independently and to work some evening and weekend hours; and to perform miscellaneous physical tasks (i.e. set up tables, assemble packets and material for recruitment events, make copies; mail applications and informational materials, maintain correspondence and document files). Requires working knowledge of Windows 2007, Microsoft: Word, Excel, PowerPoint and Outlook; excellent oral and written communication skills. Must demonstrate excellent interpersonal skills and excellent telephone skills. Must be committed to the mission of the community college and demonstrate the ability to work effectively with professional, non-professional, and student personnel.

After initial orientation and training, must demonstrate mastery of MIS (PeopleSoft) and the College’s Admissions policies and procedures.

**Preferred Qualifications:**

Bilingual (Portuguese) candidates preferred.

**Salary:** $41,449 - $60,102, Pay Grade: 3
In accordance with qualifications and experience and subject to classification and the collective bargaining agreement.

**Funding:** State Appropriated

**Application Process**

To apply, please send a letter of interest, resume, and list of three professional references and their contact information to:

Office of Human Resources
MassBay Community College
50 Oakland Street, Wellesley Hills, MA 02481-5307; or submit via: email: employment@massbay.edu or fax: 781-239-3070

Resumes will be reviewed upon receipt and the position will remain open until filled. However, in order to ensure full consideration please submit all application material no later than Friday, October 28, 2011.

Massachusetts Bay Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age or handicap in admission or access to or treatment or employment in its programs and activities. Any inquiries or complaints concerning compliance with regulations implementing, Title IV, Title IX, Age Discrimination Act of 1975 or Section 504, may contact Robin Nelson-Bailey, at the College Telephone No. 781-239-3171, who is the coordinator for those statutes. Inquiries may also be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C., 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region One, Boston, MA 02109.