THE PINEWOODS SCHOOL

Job Description

ADMISSIONS COUNSELOR

**Department:** Institutional Advancement

**Immediate Supervisor:** Director of Development/Institutional Advancement

**Department Head:** Director of Development

**Status:** 12-month, exempt

**Qualifications:**

1) Master’s degree preferred in field relative to education, student development, student personnel services, social work, and/or counseling. Bachelor’s degree in the aforementioned areas with at least 3 years’ experience in related fields.

2) Knowledge of admissions practices and procedures

3) Self-directed and able to lead a team

4) Ability to use computer software (i.e. Office, WordPerfect, Lotus, etc.)

5) Working knowledge of the school’s mission, goals, objectives and programs

6) Excellent oral and written communication skills

7) A strong work ethic, sense of responsibility and commitment to excellence in education

8) Good human relation skills

9) Well-groomed

10) Professional attitude

**Essential Responsibilities:**

1) Prepare received admissions files [documents] for committee review.

2) Extensively follow-up with parents, previous schools, or other institutions for needed and/or missing documentation.

3) Mail admission acceptance/denial letters to parents as necessary

4) Partner with recruiter to ensure all applications or prospective student details are received in a timely fashion.

5) Develop an ongoing applicant pool of students from targeted/recruitment regions.

6) Periodically meet with the Business Office for follow-up regarding tuition agreements.

7) Provide appropriate screening mechanisms/procedures for student selection and admission

8) Review and revise admissions documents as needed.

9) Counsel prospective parents and students as necessary.

10) Arrange parent and student campus visits as necessary.

11) Provide comprehensive weekly admission reports to the President and Admissions Review Team.

12) Work cooperatively with all Piney Woods School constituents (faculty, staff, administration, parents, alumni and board of directors)

13) Assist with student registration at the beginning of each academic year.

14) Provide all admissions program documentation including planning and evaluation documents

15) Exercise proper and safe work practices

16) Carry out and enforce all school rules, policies and procedures

17) Perform other related functions as requested by immediate supervisor and/or other school administrators
Evaluation:
Evaluations will occur within 90 days of employment; thereafter, annually or as needed.

The Piney Woods School reserves the right to revise or change job duties and responsibilities as the need arises in keeping with the general area of employment. This job description does not constitute a written or implied contract of employment.

I acknowledge that we have discussed all of the above.

_____________________________  _________________  ______________________  _________________
Employee Signature           Date                                     Supervisor Signature       Date