



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

Position Summary: ADMISSIONS COUNSELOR

The Admissions Counselor will be responsible for the processing of applications for admission, dissemination of information to prospective students, tracking and follow-up to student inquiries, and assisting with admissions events and registration functions. This position requires working some evenings/weekend admission events and visiting high schools (some traveling required).

Responsibilities:

- Provide outstanding customer service by responding to prospective student inquiries through telephone, email, in-person, or other communication channels through direct meetings, phone calls, and emails.
- Analyze the applications of prospective students based on standard admission policies.
- Accurately enters necessary data into the Student Information System Jenzabar.
- Maintain contact with applicants utilizing all available communication tools to ensure completion of the application and to increase the yield of accepted students.
- Support the students throughout the admission process by answering questions and helping them to complete the required documents through direct meetings, phone calls, and emails.
- Participate in advising, prerequisite, and transcript review.
- Submit correspondence to students indicating admission decision.
- Provide requested materials to prospective students.
- Create and maintain prospective student information for follow-up and analysis.
- Track necessary admissions materials (receipt of missing documents).
- Attend and provide assistance with enrollment events.
- Assist with the preparation of admission counselors' materials.
- Maintain a database of student information, telephone logs, and student feedback in order to generate student reports for management whenever required.
- Learn and adhere to the operating practices of the department and Tougaloo College.
- Perform other duties as necessary and as assigned.

Required Experience/Knowledge/Skills:

Must have a bachelor's degree or equivalent required. Three to five years of prior related experience in work related to the above described and responsibilities. A driver's license in good standing, as well as the ability to travel seasonally and work at evening events and some weekends.

The above listings of duties and responsibilities are not exhaustive and are subject to review and change; other duties may be performed as assigned.

Date of Position Opening:

Application Deadline:

Salary:

Job Listings:

****Email App/Resume/Cover Letter to:**

Physical Address:

Until position filled

Commensurate with experience

<https://www.tougaloo.edu/about-tougaloo-college/jobs>

TougalooCareers@tougaloo.edu

Tougaloo College

Attention: Director of Human Resources

500 West County Line Road

Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER