



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: **Enrollment Officer**

Position Summary:

The Enrollment Officer's primary responsibilities include identifying, recruiting, admitting and enrolling academically qualified students who can benefit from a Tougaloo College education. This individual will assist in the coordination of admission activities for alumni, high schools, community colleges, and other constituents. Recruitment counseling, outreach and application review are all significant functions of this position. The Enrollment Officer is expected to demonstrate understanding and sensitivity to the needs of all students and to support the mission, vision and core values of Tougaloo College. Extensive travel and weekend work are required.

Experience/Qualifications:

- Bachelor's degree from an accredited college or university with at least one year of admissions counseling and outreach experience.
- Clean driving record, in order to be bondable to drive a college vehicle.
- Knowledge of admission terminology.
- Knowledge of student recruitment principles and techniques of promoting, presenting and publicizing to prospective students, parents and/or educators.
- Ability to drive/travel extensively for recruitment efforts, meetings and conferences using a personal vehicle or college vehicle. Some evening and weekend hours required, especially during the travel season.
- Ability to communicate clearly, concisely and effectively verbally and/or in writing at all levels in order to collect, exchange, and provide information.
- Knowledge of the demographic characteristics of students.
- Ability to effectively implement recruitment marketing programs such as computerized mailing and telephone marketing techniques.
- Possess a proficient skill and ability to present an amiable, courteous and professional demeanor at all times, so as to represent Tougaloo in the best light.
- Adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, honesty, and mutual respect for others
- Demonstrate competent and proficient organizational skills, in order to meet the varied deadlines and schedules requirements.
- Proficient knowledge and skills of word processing and the ability to quickly learn and use software specific to admission/recruitment functions, namely Jenzabar.
- Former Student Ambassador, Tour Guide, Residential Assistant, Orientation Leader, or similar student involvement is desirable.
- Ability to work within existing guidelines, policies and procedures.
- Ability to handle multiple tasks while maintaining a professional manner;
- Familiar with Higher Education admissions policies and procedures

The above listings of duties and responsibilities are not exhaustive; related similar and other logical duties are performed as required.

Date of Position Opening: September 25, 2018
Application Deadline: October 08, 2018
Salary: Commensurate with credentials and experience
Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174
Fax Documents to: (601) 977-7866

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

HR/03/07/18