



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

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.

Responsibilities:

- Identify and engage prospective students in a designated market and counsel applicants through face-to-face appointments, phone calls and emails concerning the admission process.
- Represent Tougaloo College to high school and community college counselors and teachers, parents, and prospective students involved in the college selection process at a wide range of venues including college and career fairs, alumni, and other events.
- Network and build relationships to generate personally developed referrals.
- Develop and present effective and engaging presentations to inform prospective parents and students about the College's academic programs, financial aid, scholarships, and housing.
- Review, interpret, and evaluate academic credentials submitted by applicants and conduct appropriate follow-up for the purposes of making admission decisions.
- Collaborate with others to ensure a complete grasp, knowledge and understanding of the department's goals and objectives.
- Create relationships with community colleges to facilitate the creation of new guaranteed admission agreements or renewal of articulation agreements.
- Learn and adhere to the operating practices of the department of Tougaloo College.
- Perform other duties as assigned.

Required Experience/Knowledge/Skills:

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

Date of Position Opening:

January 3, 2024

Application Deadline:

Until position filled

Salary:

Commensurate with experience

Job Listings:

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

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

TougalooCareers@tougaloo.edu

Physical Address:

**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