



TOUGALOO COLLEGE

Tougaloo, MS 39174

NOTICE OF JOB OPENING

Admissions Counselor

Position Summary: 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).

Essential 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 the student indicating the 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 feedbacks 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. Three to five years of prior related experience in work related to 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:

August 11, 2025

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.

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