



Monmouth COLLEGE®

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	Transfer Admission Counselor/Assistant Director for Transfer Admission
PERSONNEL CLASSIFICATION:	Administrative Staff, Full-time
DEPARTMENT:	Admission
POSITION SUPERVISOR:	Director of Admission
DEPARTMENT HEAD:	Vice President for Enrollment Management

Function of Position: Reporting to the Director of Admission, this position serves as a member of the counseling team for the Office of Admission in the Enrollment division. This position is responsible for successful achievement of transfer and international student recruitment goals, with an 80/20 emphasis on transfer. The Transfer Admission Counselor/Assistant Director must demonstrate a sincere interest in working with prospective students and their families, as well as with colleagues across campus and on community college partner campuses to create a collaborative, streamlined transfer experience for prospective and incoming students. This posting is for a Transfer Admission Counselor, but an Assistant Director title may be negotiable for experienced candidates.

Primary Duties and Responsibilities: May include, but are not necessarily limited to the following:

- Actively recruit transfer students by attending college fairs and college visits at community colleges, planning and hosting special recruitment events, providing admissions presentations, reviewing admission applications, conducting one-on-one meetings with campus visitors and following up with prospective students and applicants via phone, email, text and scheduled appointments.
- Manage application review, student contact and recruitment for prospective freshman and transfer international students in addition to transfer recruitment responsibilities. Assist with international student I-20 and Visa paperwork.
- Develop relationships with community college personnel and coordinate visits to community college campuses and for community college advisors and student groups to Monmouth.
- Develop familiarity with community college curricula and inform leadership on opportunities for curriculum alignment and transfer pathways.
- Spearhead the development and management of program-specific transfer guides designed to guide prospective Monmouth transfer students and community college advisors as to transfer credit equivalencies.
- Inform technology-based workflows and operational plans to help students move through the transfer admissions and enrollment processes as quickly and easily as possible.
- Assist with the development and management of articulation agreements and inform opportunities for new

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agreements.

- Inform students about the availability of scholarships and financial aid and counsel students through the financial aid process.
- Remain current on all information pertaining to the College, especially academic program information.
- Analyze and complete recruitment and enrollment reports, travel evaluation reports and expense reports in a timely manner and as instructed by supervisors.
- Assist in the marketing of the college and in the development and execution of a transfer-specific communication plan through collaborative efforts with the Director of Admission, VPEM and Marketing and Communications Office
- Work with the individual athletic programs and coaches in order to better assist in the recruitment of transfer student athletes.
- Serve as a backup to other counselors covering freshman recruiting territory; assist with campus visit, college fair, event and Saturday coverage as needed for the prospective freshman population

Knowledge, skills and abilities required: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Demonstrated ability to think critically and initiate and implement projects independently.
- Knowledge of Monmouth College and all its programs and services.
- Communicate effectively via phone, text, and email as well as in public settings.
- Demonstrated ability to work with a wide range of people and commitment to diversity.
- Knowledge or willingness and ability to learn TargetX (CRM) to enhance recruitment tasks.
- Experience with, and sensitivity to, diverse populations.
- Knowledge of the sales strategies and the skills regarding the recruitment process.
- Ability and willingness to keep sales process through phoning and other types of communication.
- Ability to travel and work a varied schedule with flexible hours, including nights and weekends.
- Required to maintain a valid driver license and satisfactory driving record.
- Knowledge of Microsoft environments, especially Outlook, Word and Excel.
- Ability to represent the office and the College in a professional manner.

Work Relationships: Works directly with other members of the Office of Admission staff, the Registrar's Office, a academic advisors and community college colleagues. Daily contact with prospective students and their families,

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current students, staff, faculty, alumni, and persons outside the campus community.

Education & Certifications: Bachelor's degree required.

General Expectations of the Position: Work effectively and collaboratively with supervisor, colleagues, and other college staff. Maintain confidentiality. Conduct is expected to be professional and courteous. Work is to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College. Regular attendance at work is an essential function of the job. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

Additions, Amendments and Deletions: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, or the President.