**Carleton College Exempt Staff Job Description**

**Job Title:** Admissions Officer, Alumni Admissions Representatives program – Grade 10

**Reports to (Title):** Senior Associate Dean and Director of Admissions

**Department:** Admissions

**Division:** Admissions and Student Financial Services

**Revision Date:** May 2021

**Position Overview**: Reporting to the Senior Associate Dean and Director of Admissions, the Admissions Officer serves as a professional member of Admissions team charged with the recruitment and selection of diverse, bright, highly engaged, creative and intellectual students from across the United States and around the world. This Officer

**Essential Job Functions/Responsibilities:**

* Participates in all aspects of the general admission cycle, including:
	+ Maintaining a recruitment territory, working in consultation with the Director and others to design and execute targeted recruitment travel.
	+ Reading of first-year and transfer applications; with the intent to recommend students for admission.
	+ Leading information sessions, to provide a refined overview of the liberal arts experience at Carleton.
	+ Conducting on- and off-campus individual interviews, to assess a student’s interest in and fit for admission.
	+ Advising prospective students on admission and financial aid policies and practices in written and verbal communication.
	+ Reporting and monitoring
* Coordinates day-to-day operations of the Alumni Admissions Representatives (AAR) program, in close consultation with the Senior Associate Dean and the Assistant to the AAR program, including:
	+ New member recruitment, onboarding and orientation;
	+ Interview events and contact drive coordination;
	+ Ongoing digital and print communications (events and initiatives, newsletters, social media);
	+ Alumni engagement, assistance;
	+ Volunteer board support, and;
	+ Data tracking and reporting in Slate CRM.
* Represents the College to external agencies and groups, including attending regional, national, and international conferences and meetings to maintain the College’s visibility.
* Works to create and encourage an open, welcoming, and inclusive environment in admissions that actively supports prospective students and their families to appreciate Carleton’s academic and cultural life and deep tradition in the liberal arts.
* Coordinates special projects/tasks and/or provides assistance to divisional programming events as assigned.

**Describe Supervision Received and Exercised**:

* Reports to the Senior Associate Dean and Director of Admissions.

**Education/Experience/Skills (supported by job duties)**:

 Required:

* A bachelor’s degree.
* A valid driver’s license and ability to travel domestic and international.
* Some demonstrable exposure to admissions or related recruitment experience.
* An understanding of the nature and aims of a selective, residential liberal arts college.
* Strong oral and written communication skills, as well as the ability to communicate complex issues with warmth and clarity to a diverse audience.
* Strong interpersonal skills.
* Enthusiasm for and demonstrated commitment to supporting a student body that is broadly diverse with regard to gender, race, ethnicity, nationality, socioeconomic status, sexual orientation, and religion, among other factors.
* Ability to multi-task in a fast-paced, high-volume environment.
* A willingness and ability to work extended and weekend hours during peak periods.
* Leadership skills: Highly collaborative, dynamic, optimistic, empathetic, patient, and fun.

Preferred:

* Prior experience with Slate CRM.

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Last date reviewed:

Reviewed by (position title):