The Admissions Counselor is a member of the Enrollment Services Division and reports to the Chief Enrollment Officer and Director of Admission. The counselor is a main point of contact for prospective students and their families both on and off campus, and is responsible for all aspects of the admissions recruitment cycle within an assigned geographic territory. Specific responsibilities include but are not limited to representing OCAC and its programs in the regional and national market place, with an emphasis on in-school presentations; meeting recruitment goals in an assigned territory, participating in a wide variety of admissions functions including travel, interviews, portfolio reviews, application processing, special events, and heavy personal contact and follow up with inquiries and applicants. Demonstrated organizational, motivational, presentation and communication skills are essential. Travel is required as well as weekend and occasional evenings. A high energy, warm, friendly and professional attitude is needed as well as a strong visual arts background.

**Application Information:** To apply, submit a current resume, letter of interest with salary requirements, and list of three references to hr@ocac.edu attn: Admissions Counselor Search. Review of applications begins immediately and continues until position is filled.

**Duties:**

- Represents the College at college fairs, National Portfolio Days and other events as assigned;
- Cultivates relationships with sources of students such as high school art teachers, guidance counselors, community college faculty and art center directors.
- Schedules and gives dynamic presentations in assigned territory to a variety of audiences
- Processes applications in a timely and accurate process, being proactive in regular outreach
- Evaluates and critiques art portfolios from a wide spectrum of media and experiences
- Conducts and documents regular phone, email and written outreach to inquiries and applicants in assigned territory
- Compiles and submits regular recruitment and application reports
Generates applications through recruitment travel
Conducts preliminary transfer credit evaluations
Assists with campus tours and admission events on campus, such as open houses, information sessions, new student receptions, and regional portfolio review events. Provides tours of the campus as needed;
Advises students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, transfer of credit, and financial assistance, as appropriate;
Performs data entry and tracks inquiries, applicants and organizational contacts on the office data base. Provides office coverage as needed.
Weekend and occasional evening hours required during recruitment seasons and to support special events.
Responsible for submitting travel budgets for approval, booking travel in a timely and cost effective manner, and submitting monthly travel reconciliations.
Other duties as assigned.

Experience and Qualifications:
- Two years’ experience working in higher education, preferably college admissions.
- Excellent communication skills, both verbal and written. Strong customer service skills. Strong organizational and time management skills. Ability to prioritize.
- Familiar with Keynote, Power point, Excel and Word as well as social media platforms. Experience working in both PC and Mac platforms helpful.
- Minimum of a Bachelor’s degree in visual art required, BFA preferred.
- Valid driver’s license and reliable transportation required.
- Be able to lift and carry bags or boxes up to 40 pounds in weight for recruiting visits.

About Oregon College of Art and Craft
Oregon College of Art and Craft (OCAC) has earned a reputation as a leading college of art and craft. Known for its exceptional faculty of artists and makers, the uniquely small, mentor-based community is comprised of approximately 180 students who pursue full-time bachelor's or master's degree programs, in addition to the 2500 students enrolled annually in youth and adult programs. At OCAC students are encouraged to work across the full range of its specialized facilities in the seven studio areas that comprise Craft at OCAC. Its hands-on, studio-based approach to learning – one in which critical thinking informs making works by hand – is enhanced by a robust, integrated liberal arts component that prepares graduates to become critical and informed makers and thinkers eager to interact with the world around them. Founded in 1907, OCAC is an active player in the Portland, OR ethos as the home of the small batch, hand-made, environmentally sound, and ethically entrepreneurial.