Admissions Counselor and Office Coordinator
Job Description
Oregon College of Art and Craft

August 24, 2016

Accountability: The Admissions Counselor and Office Coordinator reports to the Chief Enrollment Officer.

FLSA Classification: Salaried, Non-Exempt

General Description: The Admissions Counselor and Office Coordinator is a key position in the Enrollment Services Division. The duties are split between two related, but distinct functions. 2/3 of time is spent on coordination and management of office operations and communication. The remaining 1/3 time is spent in active student recruitment activities.

Office Coordinator Duties, 2/3 time Managing college tours and office reception coverage, oversight of data entry, generating data reports, execution of admissions mailings and electronic outreach, coordination of special events, and providing administrative support to the Chief Enrollment Officer. The ideal candidate has prior college admissions counseling and office management experience. He or she enjoys interacting with the public. They must have prior experience with a data base, Google applications and Microsoft Office. The position requires a person who is dependable, responsible, and pays attention to details, accuracy and timeliness. The Admissions Counselor and Office Coordinator works both as a team member in Enrollment but also is required to be a self-starter and proactive in order to accomplish the work of the Admissions Department and the Enrollment Division.

Admissions Counselor, 1/3 time This is the main point person for prospective students and their families on and off campus, and 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 marketplace, with an emphasis on school presentations, meeting recruitment goals, 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, motivation, presentation and communication skills are essential. Travel is required and weekend and occasional evenings. A high energy, warm, friendly and professional attitude is required along with a strong visual arts background.

Duties and Responsibilities:
Main Office
1. Provide outstanding customer service to prospective and current students and families, both in person, via email, and on the telephone.
2. Manage part-time student workers effectively including hiring, training, scheduling and evaluating.
3. Perform and manage data entry to include prospects, applicants and sources of students for the admissions department. Import, export and merge data on a regular basis. Ensure that data is accurate and entered in a time sensitive fashion. Support other enrollment departments with data entry as needed.
4. Manage applicant and inquiry files including assembly, filing, and updating and communicating status to Enrollment division personnel.
5. Manage the main admissions email account making certain that inquiries are answered quickly and accurately. Perform general office duties such as filing, copying, assembly of mail, faxing, management of voice mail, keep office supplies regularly stocked, manage facility needs and requests for the building.

6. Provide administrative support to the Chief Enrollment Officer as requested.

7. Assist the Financial Aid Director in managing the college work study program.

8. Produce student identification cards, faces student directory and information packets for the Coordinator of Student Services.

**Tours, Budget, Special Events and Reporting**

9. Coordinate on campus special events including reservation of space, management of RSVPS, setup of facilities and logistics.

10. Manage National Portfolio Day when hosted at OCAC including registration, correspondence with participating representatives, facilities and logistics.

11. Coordinate the college tour program, ensuring that students are well trained and provide enthusiastic and accurate tours, scheduling appointments for prospective students and visiting groups, providing confirmations of appointments, updating the tour information regularly, and giving tours as needed.

12. Record enrollment budget expenses and manage purchase orders and receipts.

13. Book off-site event reservations and travel and ensure payment is received.

14. Under direction of the Chief Enrollment Officer generates regular reports on admissions data to include funnel, source, territory and event data. Produce other reports as requested.

**Communication Materials and Mailings**

15. Helps to ensure the admissions communication plan is executed. This includes electronic emails and physical mailings to inquiries, applicants, accepts, and sources of students.

16. Ensures that social media initiatives and communications are executed. Recommends new sources.

17. Other duties as assigned by the Chief Enrollment Officer.

**Counselor Duties**

18. Represent OCAC at College Fairs, National Portfolio Days, and other events as assigned.

19. Cultivates relationships with High School Art Teachers, guidance counselors, Community College Faculty, Art Center Directors and others to support recruitment.

20. Schedules and gives dynamic presentations in assigned territory to a variety of audiences.

21. Processes applications in a timely and accurate manner, being proactive with regular outreach.

22. Conducts and documents regular phone, email and written outreach to inquiries and applicants.

23. Evaluates and critiques portfolios from a wide spectrum of media and experiences.

24. Compiles and submits regular recruitment and application reports.

25. Generates applications through recruitment travel and communication.


27. Participate in recruitment on campus; campus tours, open houses, information sessions, new student receptions Portfolio events.

28. Submits travel budgets for approval, booking travel in a timely and cost effective manner, and submitting monthly travel reconciliations.

29. Advises students and families regarding educational opportunities and options, including admission, transfer credit, and financial aid as appropriate.
30. Work with international applicants including counseling, planning and advising to prospective international applicants. Responsible for international student applicants including, conducting student interviews, reviewing and analyzing international application materials.

31. Is a Designated School Official (DSO) responsible for entering & updating information in SEVIS related to I-20 and F1 students.

32. Other duties as assigned.

**Experience and Qualifications:**
- Prior experience working in an office
- Excellent communication skills, both verbal and written.
- Prior experience working in higher education, preferably college admissions
- Ability to work well with a variety of constituents including students, parents, staff and faculty.
- Experience working with data bases. Filemaker Pro experience a plus.
- Knowledgeable in Microsoft Office programs and Google application including e-mail, and the internet.
- Demonstrated customer service skills.
- Dependable and responsible. Self-starter capable of working independently and proactive
- Proven ability to multi-task and prioritize
- Attention to detail, accuracy and timeliness are essential.
- Must be able to maintain confidentiality including safe guarding data and records.
- Bachelor’s degree in Visual Art or equivalent, BFA preferred.
- Current valid driver’s license and access to an automobile for off-site visits
- Be able to lift and carry bags or boxes up to 40 pounds in weight

**PHYSICAL REQUIREMENTS CHART:**

<table>
<thead>
<tr>
<th>Physical Requirements</th>
<th>Frequency</th>
<th>Essential to Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>Daily</td>
<td>X</td>
</tr>
<tr>
<td>Sitting (up to ¼ hour)</td>
<td>Hourly</td>
<td></td>
</tr>
<tr>
<td>Moving About Work Area</td>
<td>Hourly</td>
<td>X</td>
</tr>
<tr>
<td>Bending Forward</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Climbing Stairs (1 floor or more)</td>
<td>Occasionally</td>
<td></td>
</tr>
<tr>
<td>Lifting (# of pounds indicated to right)</td>
<td>Occasionally (25lb)</td>
<td></td>
</tr>
<tr>
<td>Lifting Overhead (# of pounds indicated to right)</td>
<td>Occasionally (10lb)</td>
<td></td>
</tr>
<tr>
<td>Carrying Items (# of pounds indicated to right)</td>
<td>Occasionally (25lb)</td>
<td></td>
</tr>
<tr>
<td>Keyboard Operation</td>
<td>Hourly</td>
<td>x</td>
</tr>
<tr>
<td>Operation of Motor Vehicle</td>
<td>Occasionally</td>
<td>n/a</td>
</tr>
<tr>
<td>Clear and Audible Speaking Voice</td>
<td>Hourly</td>
<td>x</td>
</tr>
<tr>
<td>Correctable Vision</td>
<td>Hourly</td>
<td>x</td>
</tr>
<tr>
<td>Ability to Hear Normal Speech Level</td>
<td>Hourly</td>
<td>x</td>
</tr>
<tr>
<td>Operation of Computer Mouse or Track-Ball/Pad</td>
<td>Hourly</td>
<td>x</td>
</tr>
</tbody>
</table>

This chart and document describes the job qualifications that are required for an individual to be awarded, or to maintain the position described. OCAC reserves the rights to amend, modify, or add to either the job qualifications or essential job functions at any time.

If you are unable to perform any one or more of the essential job accountabilities you are not eligible for the job unless you could perform all of them with reasonable accommodation from the employer. *If you believe you could perform all of the essential job accountabilities with reasonable accommodation, you may request such accommodation from OCAC. You should present your request for reasonable accommodation, accompanied by a description of how you propose to perform the essential job accountabilities with that accommodation. You will not be excluded as a candidate unless you feel you cannot, with or without reasonable accommodation, perform all the essential accountabilities of the job. The listed job accountabilities represent work performed by this position and are not all-inclusive. The omission of a specific accountability will not preclude it from the position if the work is similar, related, or a logical extension of the position.*