



---

POSTED: November 29, 2021

## **Admissions Advisor**

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer and more meaningful for all members of our community.

The Admissions Advisor builds positive relationships with community members and prospective students and provides information to students, parents, school counselors and community-based organizations, both on and off-campus, concerning all aspects of the College.

### **The individual in this role will:**

- Coordinate and host information sessions and other recruitment programs to increase awareness of Clinton Community College.
- Maintain knowledge of both credit and non-credit offerings at the college to be able to present all offerings to potential students.
- Recruit in general Clinton Community College service region as well as in assigned territories or specific student audiences as defined and targeted by the supervisor.
- Coordinate and/or support special admissions programs including but not limited to Nursing or international students.
- Establish and maintain partnerships with college access programs. Develop relationships with school counselors at feeder high schools by scheduling visits, attending their college fairs, and be the point person for their inquiries.
- Be a liaison between students and faculty and students and Center for Community and Workforce Development, as needed, for initial advisement and creating students' educational pathways.
- Represent Clinton Community College professionally on campus, at recruiting events, conferences, companies/employers, and at high school visits and college fairs.
- Coordinate new -students' registrations.
- Interview prospective students, and follow-up with a high volume of applicants through Customer Relationship Management (CRM) system, triage of e-mail inquiries, text messages and phone calls.
- Assist in managing the CRM, downloading and processing supporting documents.
- Review applicants' high school and college credentials to determine eligibility and transferability to a variety of programs.

- Maintain confidentiality of student records by following FERPA regulations, carefully monitoring student records at the workstation for security, and properly storing all student records
- Assist the day-to-day operations of Admissions Office to help students with all phases of the application process.
- Assist with other responsibilities as assigned.

**Required Knowledge, Skills, and Abilities:**

- Ability to travel overnight, and work evening and weekends;
- Ability to work responsibly and independently;
- Excellent customer service
- Outstanding written, verbal, and interpersonal communication skills;
- Strong organizational and time management skills with exceptional attention to detail;
- Proven ability to work with a diverse population;
- Ability to demonstrate sound judgement, be dependable and courteous;
- Proficiency with the Microsoft Office suite and ability to work with new technology.

**Minimum Qualifications:**

Earned Bachelor's degree and demonstrated experience in college admissions or recruitment in higher ed. A valid driver's license is required. CRM experience preferred.

**To apply:**

The search will remain open until the position is filled. Please a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

[hr.recruiting@clinton.edu](mailto:hr.recruiting@clinton.edu)

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

*Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary*