ADMISSION REPRESENTATIVE

The University of Rio Grande/Rio Grande Community College seeks an admission representative to assist prospective students and their parents through the enrollment process.

ESSENTIAL POSITION DUTIES AND RESPONSIBILITIES:

- Coordination of a specific geographic recruitment areas in Ohio and possibly out-of-state.
- Maintain responsibility for assigned recruitment area.
- Evaluate high schools in assigned recruitment area to determine what high schools warrant a college visit.
- Evaluate college day/night programs to determine which programs provide the best recruitment opportunities for the University.
- Provide innovative ways of communicating with prospective students and applicants interested in the University.
- Provide innovative ways of communicating with high schools and guidance personnel through direct mail, campus visits or technology.
- Responsible for assisting with campus visit programs throughout the year.
- Conduct on-campus admission interviews with prospective students and parents.
- Provide information to students and parents about the requirements and procedures for admission.
- Review of completed applications in a specific recruitment area and make appropriate admission decisions.
- Maintain knowledge of current financial aid policies and procedures for Federal, State and Institutional aid including and understanding of the Free Application for Federal Student Aid (FAFSA).
- Other duties as assigned by the Director of Admission and/or VP of Enrollment Management & Marketing.

POSITION QUALIFICATIONS:

Minimum Requirements:

- Bachelor’s Degree
- Willingness to work evenings, weekends or as needed
- Willingness to travel extensively during the fall and spring months.
- Demonstrated ability to work independently
- Demonstrated ability to work collaboratively in a fast paced environment.
- Excellent communication skills with demonstrated ability to communicate with diverse populations
- Must have a clear BCI/FBI background check
- Must have a valid driver's license and reliable transportation

Preferred Qualifications:

- Previous experience in admission or related area
- Familiarly with the University of Rio Grande/Rio Grande Community College

APPLICATION INSTRUCTIONS:

Qualified applicants must send a cover letter detailing their interest and qualifications, current resume, transcripts (unofficial accepted for application purposes), as well as the names and contact information of at least three references to:

Mr. Chris Nourse
Director of Human Resources
Email: HR@rio.edu
Fax: 740.245.7972

Review of applications will begin immediately. Position is open until filled. Background check and official transcripts required prior to hire. For additional information about Rio, please visit: www.rio.edu.

The University of Rio Grande/Rio Grande Community College is America’s unique private/public institution of higher education designed to provide learners the opportunity to attain a high-quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship. The campus of the university and community college is nestled in the rolling hills of southeastern Ohio, and is adjacent to the original Bob Evans Farms and Homestead in Rio Grande. Rio is an Equal Opportunity & Affirmative Action Employer.