



Position Title: Admissions Counselor
Reports to: Enrollment Management
Appointment: Salary, 12 months

POSITION SUMMARY:

The Admissions Counselor is responsible for aggressively contributing to the recruitment efforts of the college through strong contacting efforts and by representing Toccoa Falls College at on campus and off campus recruitment events.

TASKS:

- Recruit portion of the incoming class.
- Review applicants for admission including gpa, test scores, and testimony.
- Clearly and adequately communicate the features and benefits of Toccoa Falls College to prospective students and their parents/guardians.
- Supervise the assigned student workers and provide further training when needed.
- Oversee financial aid processes for incoming students.
- Meet with students and parents during campus visits.
- Travel to college fairs, training events, high schools, camps and develop relationships with local high school guidance counselors.
- Assist and participate in all on-campus recruiting events and activities.
- Meet performance goals as established by Enrollment Management leadership.
- Perform any other duties and responsibilities as assigned by Enrollment Management leadership.

SKILLS AND ATTRIBUTES:

The ideal candidate is a spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College. This candidate must have a strong work ethic, customer service, time management and communication skills as well as display integrity, a positive attitude in a demanding, goal-oriented environment.

EXPERIENCE & EDUCATION:

Bachelor's degree required. Successful experience in marketing, communications, or college admissions preferred.

PHYSICAL REQUIREMENTS:

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

APPLICATION PROCESS:

A cover letter and resume, along with a completed TFC application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. Review of applications will begin immediately, and the position will remain open until filled. The TFC application can be found at <http://www.tfc.edu/employment/>. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources

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