



Position Title: Dual Enrollment Admissions Counselor

Reports to: Dean of Distance Education

Appointment: 12 months, Full-time, Salary

POSITION SUMMARY:

The Dual Enrollment Admissions Counselor is responsible for promoting Toccoa Falls College Dual Enrollment by enhancing service-oriented admission procedures and actively seeking, developing, and maintaining Dual Enrollment centered relationships with high schools in Georgia.

TASKS:

- Increase the size of the TFC Dual Enrollment student population.
- Constantly streamline internal procedures to better serve students, high schools, and TFC.
- Confidently communicate the benefits of TFC Dual Enrollment to high school officials in GA.
- Clearly and adequately communicate the features and benefits of TFC Dual Enrollment to prospective students and high school/home school officials.
- Review applicants for admission and advise accepted students toward registration.
- Supervise student workers and provide further training when needed.
- Meet with students, parents, and high school officials during campus visits.
- Travel to GA high schools for Dual Enrollment events and develop relationships with GA high schools that lead to written partnership agreements.
- Assist and participate in on-campus recruiting events that are relevant to Dual Enrollment.
- Meet performance goals as established by the Dean of Distance Education.
- Perform any other duties and responsibilities as assigned by the Dean of Distance Education.

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 and 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