



Reports to: Distance Education Partnerships Coordinator

Appointment: Full-time, 12-month, Non-exempt

POSITION SUMMARY:

The Online & Graduate Admissions Counselor is responsible for enthusiastically recruiting all undergraduate online students and all graduate students by representing Toccoa Falls College with excellent, knowledgeable, and timely customer service. This position reports directly to the Distance Education Partnerships Coordinator and will work closely with the Online Coordinator, Administrative Assistants to Distance Education and School of Graduate Studies, Vice President for Distance Education, and Dean of Graduate Studies.

TASKS:

- Recruit the entirety of the Graduate & Online incoming classes.
- Review documents for admission including applications, test scores, testimonies, and transcripts.
- Clearly communicate the advantages of Toccoa Falls College to prospective students and other relevant parties.
- Supervise and train student workers to perform data entry, make phone calls, and achieve communicated goals.
- Meet with prospective students during campus visits.
- Travel to relevant conferences/events for Distance Education and School of Graduate Studies.
- Coordinate with the Vice President for Distance Education and Director of Marketing on advertising efforts.
- Meet performance goals as established by the Vice President for Distance Education.
- Perform any other duties and responsibilities as assigned by the leadership team of the Distance Education department.

SKILLS & ATTRIBUTES:

- Strong work ethic, integrity, and a positive attitude.
- Professional and personal conduct that is spiritually and morally constructive.
- Strong time management and communication skills.
- Ability to work in a demanding, goal-oriented environment.
- Customer service skills and abilities.
- Thorough knowledge of the TFC college catalog with special emphasis toward online & graduate programs, admission, and financial aid information.
- Supportive of the mission and vision of the college.

EXPERIENCE & EDUCATION:

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

PHYSICAL REQUIREMENTS:

Must be able to climb steps and lift files and boxes weighing up to 25 pounds.

APPLICATION PROCESS:

Applicants should submit a cover letter, resume, and a completed application (found at <https://tfc.edu/employment/>) to Mary Kay Ritchey, Director of Human Resources, at mritchey@tfc.edu AND Andrew Thorne, Vice President for Distance Education, at athorne@tfc.edu. **All application materials must be submitted for a candidate to be considered.**