



Reports to: Director of Distance Education Admissions

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

POSITION SUMMARY:

The Graduate Admissions Counselor is responsible for enthusiastically recruiting all graduate students by representing Toccoa Falls College with excellent, knowledgeable, and timely customer service. This position reports directly to the Director of Distance Education Admissions and will work closely with the Distance Education Department and School of Graduate Studies.

TASKS:

- Recruit the entirety of the Graduate incoming classes.
- Review documents for admission including applications, references, 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 on 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.

APPLICATION PROCESS:

Applicants should submit a cover letter, resume, and a completed application (found at <https://tfc.edu/employment/>) to Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu AND Sara Rowland, Director of Distance Education Admissions, at srowland24@tfc.edu. **All application materials must be submitted for a candidate to be considered.**

Approved by: Andrew Thorne, Vice President for Distance Education

Last Revised: 4/18/2024