



Position Title: Regional Admissions Recruiter

Reports to: Director of Admissions

Appointment: Salary, 12 months, non-exempt

POSITION SUMMARY:

The Regional Admissions Recruiter is responsible for representing Toccoa Falls College across key markets through consistent travel and in-person engagement. This role focuses on building relationships, generating prospective student interest, and contributing to the recruitment of the incoming class by maintaining a strong presence at college fairs, high schools, churches, conferences, and other recruitment events.

TASKS:

- Represent Toccoa Falls College at off-campus recruitment events including college fairs, conferences, high school visits, and ministry-related gatherings.
- Travel extensively to priority markets to build and sustain relationships with school counselors, pastors, and community leaders.
- Generate prospective student leads and contribute to the recruitment of the incoming class through in-person engagement.
- Clearly and compellingly communicate the mission, values, and distinctives of Toccoa Falls College to prospective students and their families.
- Support recruitment efforts across multiple regions as directed by admissions leadership, without fixed territorial ownership.
- Develop and execute travel and outreach plans aligned with institutional enrollment goals.
- Assist with select on-campus recruitment events as needed.
- Meet performance goals as established by admissions leadership.

SKILLS AND ATTRIBUTES:

The ideal candidate is a spiritually mature Christian in agreement with the college's Statement of Faith and committed to the mission of Toccoa Falls College. This individual must be highly relational, self-motivated, and comfortable working independently while traveling extensively. Strong communication, organization, and time management skills are essential, along with a positive attitude in a goal-oriented environment.

EXPERIENCE & EDUCATION:

Bachelor's degree required.

PHYSICAL REQUIREMENTS:

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

APPLICATION PROCESS:

The TFC application as well as the list of other required application materials can be found at <http://www.tfc.edu/employment/>. Review of applications will begin immediately, and the position will remain open until filled. All application materials must be submitted for a candidate to be considered.

Office of Human Resources