REVISED

POSITION ANNOUNCEMENT

TITLE: ADMISSION ADVISOR
DEPT: SUR/OFFICE OF ADMISSION

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $35,000 Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.
INTERNAL POSTING THROUGH: July 5, 2017

JOB DUTIES:
Work within the framework of the institution’s primary goals and objectives, this includes student recruitment and retention. To execute the admissions policy underlying the admission program. To establish, meet and maintain the desired enrollment of students by directly contacting prospective students and by organizing special programs to effectively meet those goals and objectives. Assist in implementing the New Mexico Strategic Plan objectives. Maintain direct contact with prospective students, parents, high school guidance counselors, community college faculty, high school teachers and junior high teachers. Serve independently in all areas of territorial management and accountability while assisting other advisors with theirs. This position involves extensive travels and it is understood that this position completes function/duties while on travel via phone, email, laptop and tablet. Coordinates recruitment efforts and serves as the primary point of contact for the assigned territory while assisting other advisors with theirs. Assists with internal coordination of university participation in outreach activities.

Create, organize and implement programs (such as but not limited to)

- Alumni recruitment program
- Community College Lecture Series
- Mini-Course Program
- ACT Surveys and produce report
- HiTech Ambassador and Tele Counseling Programs
- Rocky Mountain Talent Search
- Consulting Scientist Program
- Visiting Counselors Group Visit Program
- Individual on campus group visits
- Assist in managing New Mexico Tech Orientation/Registration Programs
- Organize and execute prospective student/parent reception in designated areas and/or cities
- Assist in managing New Mexico Tech Orientation/Registration programs

Develop, plan and manage recruiting programs for New Mexico Tech undergraduate students

- Assist the Director of Office of Admission in evaluating, marketing and recruiting program areas
- Understand student attitudes in local and nation recruiting trends by attending state and national conferences
- Assist the Director of Office of Admission in developing new recruiting programs to fit those attitudes and trends
- Analyze technology, technical trends, and natural resource production and refinement
- Assists the Director of Office of Admission in allocation of financial and human resources among new and continuing programs
- Develop and maintain an informative and persuasive letter campaign to inform prospective students (from inquiry to applicant status) of New Mexico Tech’s degree programs
- Develop and maintain an informative and persuasive email and phone campaign to inform prospective student (from inquiry to applicant status) of New Mexico Tech’s degree programs
- Assist in updating all promotional material annually i.e., brochures, flyers, letters, posters, view book or catalog, etc. by working directly with the Graphic Artist and Marketing Departments.
- Develop and maintain campus visit and reception presentations via Prezi. Updated every summer.
- Develop and implement projects and programs to assist in accomplishment of established goals.

Assists with management and development of the New Mexico Tech Office of Admission.

- Assists the Director of Office of Admission with hiring, training, supervising and evaluating the Admission Office staff.
- Evaluate applicants for undergraduate admission. Monitor application to ensure they are promptly evaluated.
- Make admission decisions on applicant within New Mexico Tech policy
- Coordinate Office of Admission programs with NM Tech campus including the following offices: Financial Aid, Registrars, Student Services, and Auxiliary Services, etc.
- Report to supervisor, upper administration, regents and State of New Mexico agencies.
- Demonstrate empathetic disposition, and perseverance, by reflecting an optimistic and positive attitude.
- Must be able to demonstrate administrative experience working with students in a college setting.
- Assume leadership role in absence of the Associate Director and Director of the Office of Admission
- Other duties as assigned.

Direct contact with prospective students, parents, high school guidance counselors, community college faculty and staff, high school, middle school teachers and New Mexico Tech Alumni.
- Represents New Mexico Tech at in-state and out-of-state College Fairs and College Day programs.
- Visit community colleges both in-state and out-of-state and meets with students and faculty.
- Interview prospective students and their parents away from the New Mexico Tech campus.
- Meets with guidance counselors and high school/middle school faculty at functions hosted by New Mexico Tech and maintain periodic and informative communication with them.
- Interviews prospective students when they visit New Mexico Tech campus. Provide campus tours.
- Develop, plan, and manage recruitment travel schedule and travel budget for all recruitment efforts.
- Coordinates and implements various recruitment programs and marketing strategies for territorial or local onsite admission programs and special events relating to targeted freshmen, transfer or underrepresented groups in the fulfillment of recruitment goals.

Participates in local, regional and national activities to increase New Mexico Tech’s visibility among students, counselors and other colleges and universities related industries and professional groups.
- Attend local and national meeting of professional organizations
- Maintain memberships in local and national professional organizations
- Seek office or committee membership in professional organizations, related industries and educational groups.

**REQUIRED QUALIFICATIONS:**
Bachelor’s degree required. Area of study: Science related- desired but NOT required. Works independently on assignments of standard difficulty required. Use of broad knowledge of practices and procedures to handle complex assignments required. Knowledge of modern enrollment, marketing, recruiting and admission theory and technique for achieving enrollment goals in postsecondary institutions desired. Excellent organizational, planning, analytical and problem solving skills required. Experience in managing and motivating a staff to achieve common goals desired. Exceptional oral and written communication skills required. Outstanding personal presentation and interpersonal skills required. Interpersonal skills to work effectively with public (i.e. faculty, administrators, prospective students, Alumni, parents, counselors, and current students) required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 084, Socorro, NM 87801-4796