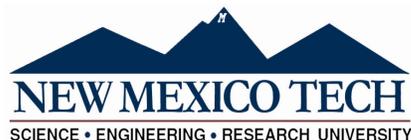


**Posted:** November 18, 2022



## POSITION ANNOUNCEMENT

**TITLE:** ADMISSION ADVISOR

**DEPT:** ADMISSION

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$35,000-\$39,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

**INTERNAL POSTING THROUGH:** November 30, 2022\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

1. Maintain student recruitment efforts in a generally defined region, market or sector. This may include travel to and from events as well as scheduling of, and visits to organizations or schools.
2. Conduct campus tours (virtual and in-person) for prospective students and applicants.
3. Actively maintain communication and engagement with prospective students and applicants. Includes leveraging communication tools in Slate CRM and working knowledge of building and deploying communication campaigns in Slate
4. Update, maintain and audit prospect and applicant data as required in the Slate CRM system. This includes logging all communication, editing notes and ensuring the integrity records and data.
5. Proficient use of Slate CRM including record fields, updating records, creating records, building basic queries for funnel management.
6. Develop, plan and implement student recruitment strategies to support funnel management.
7. Answer inbound phone calls, emails, texts and communications in a timely and professional manner.
8. Meet performance standards as established by NMT and Director of Admission.

### JOB FUNCTIONS:

Communicating with prospective students and applicants via text, email, phone, in-person	45%
Recruiting (online), travel and attending off sight recruiting events	35%
Planning and staffing recruiting initiatives/events, committees and collaborating with department in promoting NMT events	15%
Reporting, data analysis	5%

### REQUIRED QUALIFICATIONS:

Bachelor's degree in any area of study. Customer service or Client communication skills. Data entry (CRM, spreadsheet, etc), organizational/record keeping skills. Familiarity with basic aspects of college admission and recruiting. Time management.

### DESIRED QUALIFICATIONS:

1-3 years' experience in Admission, Customer Service office environment preferably in education field.

### LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

**PHYSICAL DEMANDS:**

Standing 30%	Sitting 30%	Walking 30%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other 10%

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)