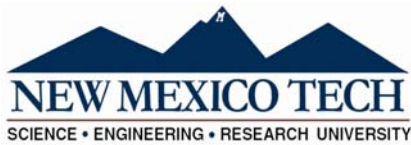


Posted: March 10, 2021



POSITION ANNOUNCEMENT

TITLE: SENIOR ADMISSION ADVISOR

DEPT: ADMISSION

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$37,440-\$40,000

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: March 19, 2021* 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 DUTIES:

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. Maintain expertise in all recruiting functions including event attendance, logistics, engagement and planning. Utilize Slate CRM to enhance recruiting efforts including event planning, ad hoc communications and data analysis. 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. Provide leadership and support to Admission Advisors. Engage in and represent Admission on various University committees as determined by Associate Director or Director. Review, revise and strategize planned recruiting events with Assoc. Dir on a weekly basis. Oversee platform updates and posts to all Department of Admission social media. Updating, overseeing departmental and recruiting web pages. Meet performance standards as established by NMT and Director of Admission. Daily/Weekly Applicant Query Reports run and distributed per Admission guidelines. Audit/Edit Prospect/Applicant messaging.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in any area of study. Coordination, planning of recruiting events required. Outreach, communication with high school and college/university counselors/advisors to facilitate admission presentations or contact with prospective student population required. Admission based CRM system (preferably Slate) required. 3-5 Years' experience within a post-secondary or college/university admissions office. Specific experience in the coordination, planning of recruiting events; collection and analysis of recruiting data; Managing admission funnel including inputting, analyzing and synthesizing inquiry/app data. Summarizing and reporting out key performance indicators to various college departments. Drafting communication and marketing materials.