



Position Description

Job Title: Admissions Counselor and Recruitment Specialist

The Admissions Counselor and Recruitment Specialist reports to the Senior Director of Enrollment Management in the Division of Academic Affairs. The position manages a recruitment territory (Atlanta) and is highly integral to the continued growth of Stillman College. The position requires administration of all aspects of the search and admissions process with prospective high school and transfer students. This position will also support the Director of the STAMP programs and the recruitment of adult learners for online degree completion. The ideal candidate will possess positive energy, excellent communication skills, creativity, and enthusiasm for educational achievement.

Skills: Must be able to communicate effectively, both in writing and verbally, with students, parents, high school counselors, fellow employees, college administrators, and other constituents of the College. Must be comfortable speaking before groups of students and parents. Must be able to relate effectively to all publics and must have strong organizational and time management skills. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Minimum Qualifications

Experience: One year of successful professional work experience is required; experience in student recruitment is preferred. Preference will be given to individuals with more than minimum experience who are highly motivated with HBCU student recruitment experience.

To Apply: Please send an email to hr@stillman.edu with .pdf attachments of: 1) cover letter addressing the candidate's interest in and qualifications for the position; 2) resume; and 3) completed Stillman Employment Application: <http://www.stillman.edu/images/documents/application.pdf>