

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Admissions/Financial Aid Advisor	1	1 of 2
<u>ORGANIZATIONAL UNIT</u>	<u>REPORT TO</u>	<u>APPROVED BY</u>
Student Services	Associate Dean of Enrollment Management	Board of Trustees May 17, 2018

SUMMARY

Responsible for assisting in the implementation of the College's comprehensive recruitment plan. Conducts high school visits, works with high school counselors to identify, promote and recruit traditional students to the College. Provides information to applicants and others on the College's admission criteria, academic programs, financial aid, career and transfer opportunities and student services. Works with students, parents, faculty, staff, community groups, and special populations regarding admission. Requires extensive recruitment travel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides information to applicants regarding admission criteria, academic programs, financial aid, transfer options, career opportunities and student services.
2. Develops and maintains effective relationships with high school counselors and prospective students through extensive recruitment travel. Works with high school counselors to identify and recruit traditional students to the College. Responsible for interviewing and advising students and parents of the criteria required for admission to the College.
3. Collaborates with the CollegeNow office to promote and recruit concurrently enrolled students.
4. Conducts initial assessment of applicants' credentials, makes acceptance decisions and determines the appropriate placement tests to be taken.
5. Assists in the recruitment of special populations such as non-traditional students, international students, nursing students and athletes.
6. Represents the College to individuals and groups that influence prospective students, including business, industry, parents, coaches, high school counselors and other appropriate groups.
7. Assists with the planning and coordination of Admissions events such as Open House, the TC3 Day/Night Program College Fair, Instant Admit Day, Instant Registration Day, career days and other events both on and off campus.
8. Provides initial academic advisement to new students. Participates in new student advisement training provided by the Student Success and Advising Office. Maintains a working knowledge of academic programs offered by the College.
9. Serves on various college committees and performs other duties as assigned.

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Student Services

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Enrollment Management

APPROVED BY

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SUPERVISION

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct Faculty
- Students

Indicate number in each category:

- # of Classified Staff
- # of Administrative
- # of Faculty
- # of Adjunct Faculty
- # of Students

MINIMUM QUALIFICATIONS

Bachelor's Degree or Associate's Degree with 2 years of related experience required. Requires travel to off-site locations. Must demonstrate the ability to meet the travel requirements of the position.

DESIRED QUALIFICATIONS

Experience in higher education and/or admissions.

PHYSICAL SKILLS AND ABILITIES

This position requires evening and weekend work as well as extensive travel often requiring overnight stays.