

# BREVARD COLLEGE

## BREVARD, NORTH CAROLINA

### Admissions Counselor

Brevard College is seeking an enthusiastic and dedicated individual to join our team as an Admissions Counselor. This full-time, 12-month staff position plays a pivotal role in our mission to recruit and enroll new students, contributing to the growth and diversity of our vibrant community.

#### **Responsibilities:**

- Assist in recruiting and admissions functions, focusing on attracting new students to Brevard College.
- Develop, implement, and evaluate innovative enrollment initiatives tailored to specific student groups.
- Create and execute strategic recruitment strategies that align with the college's goals.
- Collaborate with the department to identify effective recruitment approaches and execute outreach programs.
- Play a key role in the strategic implementation of recruitment activities.

#### **Qualifications:**

- Bachelor's Degree required.
- Minimum of one year of experience in recruiting, sales, public relations, marketing or related areas is preferred.
- Strong presentation and problem-solving skills.
- Exceptional interpersonal skills to foster effective relationships.
- Proficiency in Microsoft Office Products.
- Ability to travel extensively, possessing a good driving record.
- Capability to work independently with limited supervision.
- Professional demeanor, self-motivated, and capable of engaging positively with diverse populations.
- Flexibility to work evenings and weekends as required.

**Application Process:** Interested candidates should submit an electronic application including a cover letter detailing their interest in Brevard College and outlining their qualifications for the position. A resume and at least two references should also be included in the application. Please send all application materials to Chad Holt, Vice President of Admissions and Financial Aid, [holtrc@brevard.edu](mailto:holtrc@brevard.edu).

**Application Deadline:** The review of applications will commence immediately and will continue until the position is filled.

In adherence to our commitment to a safe and inclusive environment, Brevard College conducts background investigations on all potential employees. We encourage qualified candidates from all demographics to apply as we strive to recruit and retain a diverse workforce.