



National Association of Regional Admission Counselor

Job Title:	Regional Director of Admissions, Assigned Territory
Supervisor:	Dean of Admission and Financial Aid
Department:	Admission
Location:	Assigned Regional Territory
Closing Date:	Until filled

Applications are being accepted for the Regional Director of Admission, *Assigned Territory*. The position will ideally be based in the center of or near the most populated area of the travel region which includes the following states: *Assigned Territory*. Working in close liaison with the Campus based Office of Admission, the Regional Director will be expected to identify target markets and engage in recruitment activities in the region (college fairs, high school, CBO, community college visits, presentations, receptions, and interviews). The position requires pre-college counseling to prospective students and families about: admissions, financial aid, academic programs and student life at the University; counseling prospective students from the beginning of their college search through to their enrollment. Also responsible for database management, mailings, email campaigns, travel planning, materials and records management, compiling statistical data relating to the *Assigned Territory*; and providing monthly expense reports, activity reports, and budget projections to the Supervisor.

Qualifications: Minimum requirements include: a Bachelor's Degree; 3-5 years of admission experience in higher education; computer proficiency, including knowledge and experience with MS Word, Excel, and Outlook; Experience with recruitment CRM and excellent verbal and written communication skills. Extensive travel is required. This is a full-time, off-campus position; candidates must live in or be willing to relocate to the region.

To Apply:

Visit: www.narac.net. Submit resume, references and salary requirements.