

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Admissions Counselor – Temporary Position

POSITION OVERVIEW

This position reports to the Director of Admissions and Enrollment to provide assistance with various admissions programs in support of enrollment goals. The Counselor will represent the Academy at recruitment activities on and off campus and work directly with prospective students, families and secondary school personnel. Temporary, full-time, minimum six (6) month position not to exceed one year. Available to fill immediately.

DUTIES

- Interview and counsel prospective students and families
- Conduct MMA tours for potential students and parents.
- Travel to high schools and college fairs to meet with students, parents, school counselors and alumni
- Interview candidates for admission and conduct group information sessions, both on and off campus
- Review admission files and recommend admission decision;
- Plan and conduct appropriate follow-up activities off-campus for prospects, parents, school counselors and alumni to meet enrollment goals
- Represent the Academy at on and off-campus events and programs
- Speak publicly to individuals, groups on and off campus
- Develop and maintain close working relationships with key secondary school constituents.
- Other duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Excellent organization skills
- Ability to prioritize and to handle multiple projects simultaneously
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Strong customer service skills
- Professional presentation, appearance and work ethic
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Knowledge of Windows Microsoft Office Suite
- Ability to work in a student-oriented training environment

REQUIREMENTS

- Bachelor's degree preferred,
- Strong interpersonal and communications skills (both written and oral),
- Presentation experience,

- Sales/marketing skills,
- Energetic, flexible and willing to work evenings and weekends.
- Valid driver's license is required.
- Ability to effectively communication in person and in writing and be able to speak publicly.
- Should possess high energy, attention to detail, and the ability to organize effectively.

PHYSICAL REQUIREMENTS

- In carrying Admissions material may exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force to move objects.
- Frequent travel
- Ability to walk the length of the campus several times during a day and to provide tours of the Training Ship State of Maine, which includes walking on inclines, through narrow passageways and climbing stairs.

