



Admissions Counselor/Recruiter

Oak Valley College is a small private Christian non-profit liberal arts college in Rialto focused on serving predominantly low and middle income families in the Inland Empire with a low-cost Bachelor of Arts in Business. Students take the program in small cohorts (25 students) and complete the full-time year-round degree in less than three years (32 months). All students take the same curriculum, 32 courses, spanning eight semesters and, on average, pay around \$2,000 per semester. Most students pay their own tuition and fees through part-time jobs. Pell-eligible students pay as little as \$400 per semester.

Reporting to the Vice President of Enrollment, the Admissions Counselor/Recruiter is responsible for the enrollment process from lead generation to matriculation and retention (through census, October 15). Admissions recruitment, counseling, outreach and application review are all significant functions of this position. The incumbent is expected to be an active spiritual leader in his/her family and community and committed to continuous spiritual growth and maturity.

ESSENTIAL FUNCTIONS:

- Reflect and promote the mission, vision, and identity of Oak Valley College.
- Manage all aspects of the recruitment and admissions process, while maintaining the student database.
- Develop and maintain relationships with high school guidance counselors, AVID teachers, Christian clubs, community college transfer centers, Christian affiliated networks and college fairs, pastors, and other key influencers
- Implement recruiting strategies as directed by VP of Enrollment
- Schedule and attend recruitment activities and make presentations at high schools, community colleges, churches, and organized fairs and events.
- Maintain scheduled contact via telephone, email, and social media with prospect and applicant roster. Must be accountable to goals and yield as set by management.
- Assist with coordination of various prospect and applicant on-campus and off-site visit programs.

- Conduct individual on-campus appointments and tours.
- Counsel applicants through the admission process, including the financial aid awarding process, academic registration and financial registration.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

- The incumbent is expected to work approximately 30-40 hours per week and plan to be on campus 9 am-5 pm Monday-Thursday (unless otherwise scheduled to present at schools or churches). Occasional evening and weekend work required.
- Bachelor's degree required or five years professional work experience.
- Experience in admissions, recruitment, education, public relations, or marketing preferred.
- Excellent experience in customer relations and service administration required.
- Ability to professionally represent Oak Valley College in a variety of situations.
- Strong oral and written communication skills. Ability to communicate effectively and professionally to students, parents, staff, administration, faculty, high school/community college representatives, and pastors.
- Strong collaborative and team-oriented interpersonal skills.
- Detail-oriented, accurate, organized and efficient.
- Ability to work independently, handle large volumes of work, and multi-task with interruptions. Ability to handle information in a confidential and professional manner.
- Demonstrated computer proficiency in Google Suite.
- Access to a laptop with Internet Access
- Reliable transportation (valid driver's license and insurance)
- Be able to lift 25 lbs. boxes of files and/or publications.

SUBMISSION OF A RESUME OR APPLICATION INDICATES AGREEMENT THAT OAK VALLEY COLLEGE MAY VERIFY ANY AND ALL INFORMATION CONTAINED THEREIN, INCLUDING CONTACTING PREVIOUS EMPLOYERS REGARDING WORK HISTORY.

MEMBERS OF UNDERREPRESENTED GROUPS ARE ENCOURAGED TO APPLY.

OAK VALLEY IS AN EQUAL OPPORTUNITY EMPLOYER.

To apply forward your resume and cover letter to Melanie Clow, Vice President of Enrollment, mclow@oakvalleycollege.org.