

Moore College of Art and Design
Job Posting

Status: Exempt

Position: Admissions Counselor/Senior Admissions Counselor

Reports To: Director of Admissions

About Moore: Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit moore.edu and follow us on social media @moorecollegeart.

Benefits: Moore College of Art & Design offers a time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

Purpose: The main purpose of this position is to recruit and enroll applicants for admission to the College. Responsibilities include calls, written correspondence, and portfolio reviews. Candidate will provide positive, efficient and effective communications with students' parents, secondary school officials and alumni.

Responsibilities:

- Correspond with prospective students, applicants, secondary school officials, and others seeking information on admissions to the College.
- Serve as a primary contact for prospective students and families through in-person, phone, text, and email communications.
- Conduct admissions counseling and outreach, including application assistance, portfolio reviews, and academic evaluations.
- Attend and present at on-campus and off-campus recruitment events within assigned territories.
- Review and determine admissibility of applicants based on academic credentials and creative portfolios.
- Participates with special programs and research projects as related to enrollment strategies.
- Register, schedule, assign and attend recruitment activities and make presentations at on and off campus meetings, events and/or conferences.
- Maintain accurate records and follow-up communications within the College's Customer Relation Management (CRM) and data systems.
- Provide introductory guidance on financial aid options, processes, and deadlines; assist families in understanding their financial aid award letters.
- Ability and willingness to work evenings and weekends as needed.
- Performs other related duties as assigned.
- **Senior Admissions Counselor:** Participates and drives special programs and research projects as related to enrollment strategies (examples include: alumni engagement, new territory research, counselor coordination, Slate research, digital community maintenance, Spring first-year recruitment, and/or articulation agreements).
- **Senior Admissions Counselor:** Mentors Admissions Counselors to be strong territory managers and works closely with the Director of Admissions to plan continuing education for Admissions staff.

Desired Skills and Experience:

- Bachelor's degree required.
- Experience in college admissions, financial aid, or student services preferred.
- Collegiate art and design experience encouraged.
- Demonstrated ability or strong interest in sales, marketing, or customer service.
- Experience working directly with youth and families.
- Strong verbal and written communication skills.

- Familiarity with CRM systems and digital record-keeping (e.g., Slate, Salesforce, etc.).
- Proficient in Microsoft Office Suite.
- Valid driver's license and ability to travel for recruitment.
- Ability to work nights and weekends as needed.
- Ability to work remotely as needed.
- Collaborative and accountable mindset with an interest in working within a dynamic team environment.
- **Senior Admissions Counselor:** 1-2 years of experience in undergraduate admissions, including territory management.

Physical Demands/Working Conditions:

Office setting with some box lifting. The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

To Apply:

Interested candidates send your resume and cover letter with salary requirements to HR@Moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. Read Moore's full compliance statement <https://moore.edu/non-discrimination-policy/>