

RED LAKE NATION COLLEGE
Position Description

Admissions Counselor

POSITION TITLE: Admissions Counselor
WORK LOCATION: Red Lake Nation College, Main Campus in Red Lake, MN
DEPARTMENT: Student Success
REPORTS TO: Dean of Student Success
DEADLINE: **Open Until Filled (Opened 10/24/22)**

Essential Responsibilities: Essential responsibilities and duties may include, but are not limited to the following:

- Recruits students by developing alumni networks, visiting high schools and college admission events, arranging and leading campus tours, and initiating campaigns to induce students to attend the institution.
- Reviews prospective student applications and interviews prospective students.
- Follow up with students to verify any application issues, including discrepancies or missing information.
- Contacts applicant references to verify information included on resumes, letters of recommendation, and applications.
- Works collaboratively with other Student Success staff and administration to review applicants, make final admissions decisions, and send out admissions notices.
- Conducts research, designs questionnaires for current students, analyzes questionnaire results, and leads focus groups to adjust recruiting strategies and materials.
- Maintains recruiting operations by following policies and procedures and reporting needed changes.
- Improves quality results by studying, evaluating, and re-designing processes and implementing changes.
- Updates job knowledge by participating in educational opportunities, reading professional publications, participating in professional organizations, and keeping current with legal guidelines and requirements.
- Maintains accurate documentation of students' progress toward their goals and next steps in the college admissions process.
- Creates a resource-rich environment for students and teachers as it pertains to college readiness and educational and career planning.
- Collaborates with parents/guardians to assist students with educ. and career planning.
- Maintain academic record keeping of all potential applicants in the software system.
- Develops and supervises a Recruitment Plan that reflects the RLNC's Strategic and Enrollment Plans.
- Other duties as assigned.

Admissions Counselor Skills/Qualifications:

- Outgoing, friendly, people-oriented skills are required
- Positive energy required
- Excellent verbal communication and public speaking skills are required
- Ability to successfully work with diverse student population
- Decision making ability required
- Internally motivated with strong persuasion abilities
- Initiative and ability to work independent
- Strong written and verbal communication skills
- Listening and interpersonal skills
- Supports diversity
- Results driven
- Willingness to travel locally extensively and work flexible hours

Education, Experience, & Licensing Requirements:

- Minimum Bachelor's degree required. Master's Degree preferred.
- Prior sales or admissions experience is a plus.
- Knowledge, experience, and comfort working in higher education or an academic environment.
- Knowledge of Anishinaabe culture and demonstrated ability to work with Native communities are required.
- Ability to provide outstanding quality customer service and support to RLNC and all stakeholders.
- Minnesota driver's license required.
- Ability to pass a pre-employment background check.
- Ability to pass a pre-employment drug and alcohol test.

Compensation:

- Dependent upon qualifications and commensurate with at least a four-year degree.

Other:

- The Red Lake Nation College follows our Native Hiring Preference Policy
- The Red Lake Nation College is an Equal Opportunity Employer

How to Apply:

- Email application, resume and cover letter to Floyd Jourdain, Jr. floyd.jourdain@rlnc.edu



- Floyd Jourdain, Jr., Director of Equity, Red Lake Nation College