

NORTH COUNTRY COMMUNITY COLLEGE
23 Santanoni Avenue
Saranac Lake, New York 12983

POSITION DESCRIPTION
ADMISSIONS COUNSELOR/MEN'S SOCCER COACH

Job Title:	Admissions Counselor/Men's Soccer Coach
Job Status:	Full-time (221)
Department:	Admissions Department/Athletic Department
Direct Supervisor:	Assistant/Associate Director of Admissions & Athletic Director
Area Supervisor:	Dean of Admissions
Supervision Exercised:	Student Workers

North Country Community College (NCCC) is a small community college located in the Adirondack State Park in Northern New York. The main campus is located in Saranac Lake with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Classes are relatively small providing opportunities for individualized instruction and focused academic advisement for each student.

General Job Description: This is a blended position, with primary responsibilities as an Admissions Counselor (75%) and the remainder serving as Men's Soccer Coach (25%). As Admissions Counselor, the individual has a focus on regional and athletic recruitment, strengthening our outreach to regional high schools and supporting the athletic department's recruitment efforts of both regional and out-of-region athletics. Assists in the recruitment and admissions of students to the College; assists in the building and maintaining of strong relationships with area high schools, professional organizations, agencies and community service providers; assists with tracking of applicants, supports meeting enrollment targets and goals. Extensive travel required, may include nights/weekends and/or overnight travel. As Men's Soccer Coach, this individual is responsible for all aspects of the daily operation of the Men's Soccer programs. The individual conducts and supervises practice sessions, develops and implements a recruiting plan, participates in department and team fundraisers, participates in development of annual team budget and plans athletic events. This position reports to the Dean of Admissions with additional reporting to the Director of Athletics regarding Men's Soccer. All employees are expected to participate in College committee work, facilitating the shared governance approach to the management of the College. This position is part of the NCCCAP collective bargaining unit and work under its collective bargaining agreement (CBA). The academic work year is 164 days. This appointment is for 221 days.

This individual will be based on the Saranac Lake campus.

Major Duties and Responsibilities:

1. As Admissions Counselor:
 - a. Represents the College at college fairs, campus and community events and information sessions.
 - b. Counsels and informs prospective students and others about College programs, services and opportunities in both individual and group settings.
 - c. Visits area high schools frequently and maintain on-going face-to face interactions and electronic communications with student applicants and high school guidance counselors.
 - d. Corresponds with prospective students, applicants and others on a daily basis via email, telephone, letters, etc.
 - e. Follow reporting, recruitment, communication plans as assigned by the Dean of Admissions.
 - f. Reviews and evaluates applications for admissions to the College in accordance with the College's guidelines. Evaluates and interprets high school records, GED results, standardized test scores, college transcripts, and other admissions related credentials.
 - g. Demonstrate strong knowledge of current offerings in College academic programs and promote individual programs and overall College brand and marketing strengths to potential students, parents and other stakeholders that are a part of the College's recruitment processes. Assist in target and niche marketing efforts.
 - h. Serves as a liaison to assigned academic departments and/or administrative offices to facilitate integrated recruitment and admission functions and resolve issues of competing priorities. Initiates, develops, and maintains relationships with assigned constituents to ensure that the Admissions office possesses an awareness of needs and provides optimal service in fulfilling those needs.
 - i. Assist in the development and delivery of on-campus events and programs for groups and individuals.
 - j. May assist in the review and processing of International Student applications, insure communications occur with all applicants and the evaluation of educational and separate conformation of financial documentation to determine possible acceptance to the College.
 - k. May assist in the creation and updating of College recruitment materials, PowerPoint presentations, International Student information, brochures, etc.
 - l. Coordinate and lead campus tours. Responsible for training Student Ambassadors.

- m. Serves on College committees as required.
 - n. Other duties as described in the NCCCAP/NCCC Collective Bargaining Agreement including all terms and conditions of service. This may include assessment and evaluation of professional and support staff.
 - o. Serves as liaison between the Athletic Department and Admissions. Provides coaches with current admissions marketing materials, reports on the admissions status of athletic recruits, assist with on-campus visits and provide other resources to support student-athlete recruitment.
 - p. Provides Admissions staff with regular, updated guidance on NJCAA eligibility requirements.
2. As Men's Soccer Coach:
- a. Remains current and up-to-date in all areas within men's soccer.
 - b. Develops and implements a recruiting plan, with the expectation to have full roster teams.
 - c. Organizes, plans and prepares for games and/or events and implements these strategies in a manner which will have the most positive impact on the outcome of the game/event.
 - d. Supervises and directs assistant coaches, as needed.
 - e. Conducts and/or supervises all practice sessions.
 - f. In consultation with the Athletics Director, contacts the appropriate media with results of all contests.
 - g. Orders appropriate supplies and other team-related materials in a timely and economically-sound fashion, taking into account student need and budgetary constraints.
 - h. Oversees all equipment/supplies assigned to team including conducting an inventory at end of the team's season.
 - i. Develops and maintains knowledge and execution of the varsity program in accordance with policies of North Country Community College and the rules of the NJCAA.
 - j. Attends (or send a program representative to) all Conference, Regional, or other related coach meetings.
 - k. Submits an End of the Season Report for each team to the Director of Athletics within two weeks after the end of the season.
 - l. In conjunction with the Director of Athletics;
 - i. Plans away trips/games; drives team members, if necessary; supervises student athletes while in transit, before and after the event; completes payment requests; accounts for and records all monies spent in association with all team events.
 - ii. Assists in the planning and game day administration of home athletic events.
3. Serves on College committees and participate in College Governance.

4. Conducts oneself in a professional manner promoting good relations with College employees, students, parents, local community members, jurisdictional representatives, and visitors.
5. Maintains an awareness of, and functions within, the current requirements of the NCCC Rights and Responsibilities, Equity Action Plan and Drug Awareness Plan, and other related employment requirements as outlined in the current NCCCAP Collective Bargaining Agreement (CBA).
6. Is cognizant of and maintains appropriate behavior as outlined in all College policies.
7. Other duties as assigned.

Principle Performance Requirements:

1. As Admission Counselor: a) Focuses their efforts on year-round regional recruitment and the recruitment of students, both regionally and beyond, b) serves as liaison between the Athletic Department and Admissions in enrollment onboarding activities of student-athletes, and, c) provides coaches with current admissions marketing materials, reports on the admissions status of athletic recruits, assists with on-campus visits and provide other resources to support student-athlete recruitment.
2. As Head Coach, provides leadership and direction to the Men's Soccer teams including: a) student-athlete recruitment, b) team selection, c) practice, d) competition, e) and assistant coaches.
3. Works with departmental colleagues to routinely update, enhance, and expand the Athletic Departments operations in support of the academic and student life programs at the College.
4. Participates in the life of the College including involvement in shared governance and other areas of service.
5. Effectively works with diverse groups across the College community.
6. Possesses and exercises strong written and verbal communications skills as well as strong interpersonal skills.

Qualifications for the Job:

1. **Education:** Bachelor's degree required.
2. **Experience:** One (1) year of relevant admissions experience strongly preferred and three (3) years soccer coaching experience required. Must have knowledge of the rules governing soccer and knowledge of the National Junior College Athletic Association (NJCAA) rules.

Key Competencies:

1. Strong verbal and written communication skills.
2. Strong interpersonal skills.
3. Certified in Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).

4. Attention to detail.
5. Instructional knowledge, skills, and abilities.
6. Knowledge of student advising.
7. Responsiveness, timeliness, and professionalism.