

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

Enrollment & Financial Aid Counselor

Job Title: Enrollment & Financial Aid Counselor

Job Status: Full Time / NCCCAP 221 Appointment

Department: Marketing and Enrollment

Immediate Supervisor: Associate Director of Admissions

Area Supervisor: Vice President of Marketing and Enrollment

Supervises: May supervise student workers

GENERAL STATEMENT OF DUTIES: Assists in the promotion and enrollment 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. Assists in the counseling, advisement and processing of financial aid and serves on College committees as assigned. Extensive travel required at times, may include nights/weekends and/or overnight travel.

EXAMPLES OF DUTIES:

1. Represents the College at face-to-face and virtual events including college fairs, campus and community events and information sessions. Visits area high schools and other educational partners frequently and maintains ongoing interactions with prospects, applicants, enrollees and their influencers.
2. Counsels and informs prospective students and others about College programs, support services and student engagement opportunities in both individual and group settings.
3. 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 documents.
4. Manages an assigned caseload and corresponds with prospective students, applicants, enrollees, and others on a daily basis.

5. Assist in the processing of student financial aid including counseling, data input, packaging, correspondence, federal and state grant processing, and work study processing.
6. Advises and counsels students, parents, faculty, staff and community groups regarding financial aid options, planning, eligibility standards and forms completion through a variety of events and outreach activities.
7. Demonstrates strong knowledge of current offerings in College academic programs. Promotes individual programs and the overall College brand to prospective students, their influencers and other stakeholders that assist in the College's enrollment processes. Assists in identifying specifically targeted niche marketing efforts to strengthen enrollment.
8. Serves as a liaison to academic programs and other college departments to facilitate integrated recruitment, enrollment, and student onboarding functions. Initiates and maintains relationships with these constituents to ensure greater process awareness and top-notch customer service.
9. Coordinates and leads most college visits. Responsible for training student workers as needed.
10. May assist in the review and processing of International Student Applications
11. Serves on College committees as assigned.
12. Other duties as described in the NCCCAP/NCCC Collective Bargaining Agreement including all terms and conditions of service.
13. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's degree and 3 years of relevant or educational outreach experience required. Bachelor's degree strongly preferred and will be required for advancement. Must possess a valid Driver's License.

SALARY INFORMATION:

Annual Salary range is \$46,000-\$56,000 and is dependent on experience and level of education.