

Job Announcement

Coker College invites applicants for the position of Admissions Counselor/Territory Manager.

The Counselor/Territory Manager is responsible for effectively representing Coker College to prospective students in order to achieve assigned enrollment goals for a geographical territory; building relationships with prospective students, parents, alumni, guidance counselors, and others who influence their college selection decision; personalizing contact with each student, conducting tele-recruiting activities, coordinating visit schedules and prioritize contact according to recruitment plan; conducting appropriate research regarding target schools and businesses to develop and capitalize on referrals, inputting student tracking information, evaluating applications for admission decisions; attending and assisting in the planning and promoting of on- and off-campus recruitment events; assisting families with understanding the financial aid application process and working with the Financial Aid Office to develop personalized award letters and financial estimates.

Qualifications for the position include a minimum of a bachelor's degree; a proven track record of success in achieving goals in admissions, marketing, or sales related areas; strong organizational, planning and time-management skills; ability to prioritize and multi-task; familiarity with on-line and web based technology; excellent communication skills, both written and oral; ability to work flexible hours including nights and weekends; exceptional interpersonal skills; able to work independently within a team management structure; ability to lift 20 pounds; a valid driver's license; and the ability to travel and work some evenings and weekends. The Admissions Counselor/Territory Manager reports to the Director of Admissions.

Founded in 1908, Coker College is an independent, comprehensive college with a liberal arts core required of all students. With an enrollment of approximately 1150 full- and part-time students, Coker provides quality educational experiences in and out of the classroom that prepare graduates for professional and personal success. A close rapport between students, faculty and staff and the opportunity for students to customize their education are the foundations of the Coker College experience. U.S. News & World Report consistently ranks Coker one of "America's Best Colleges." The Princeton Review rates Coker a Best Southeastern College based on academic reputation and student satisfaction.

Compensation includes a competitive salary and an excellent benefits package with health insurance, retirement, life insurance, vacation and sick leave. The position will be available July 15, 2010 and will remain open until filled. Interested candidates should send a letter of application, resume, salary requirements, and list of references to Steve Terry, (sterry@coker.edu) Vice President of Student and Enrollment Services, 300 East College Avenue, Hartsville, S.C. 29550 EOE www.coker.edu