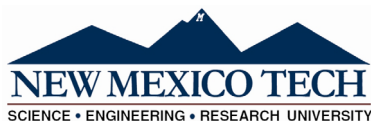


Posted: February 6, 2025



POSITION ANNOUNCEMENT

TITLE: ADMISSIONS ADVISOR **DEPT:** ADMISSIONS

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$42,000 - \$48,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Responsible for representing New Mexico Tech to prospective students, their families, and school/community contacts. Develops and implements recruiting initiatives that support application and enrollment goals, as well as conducts holistic review of first-year student applications. Responsible for planning and implementing recruitment activities including high school visits, area receptions, and individual meetings. Reports to Director of Admissions or designated administrator.

JOB FUNCTIONS:

Recruitment, Counseling, and Territory Management

- Develop a comprehensive prospect and inquiry of high school and transfer students in your territory
- Work with the Director to analyze CRM data to strategically schedule and participate in high school visits and college fairs
- Understand the recruitment cycles
- Maintain and sustained communication with all prospective students and families, and high school and college counselors
- Intentionally develop and maintain strategic relationships with high school counselors and School Districts
- Ensure the accuracy of data in our CRM
- Work with high school counselors and appropriate high school representatives to schedule on campus and virtual college tours, high school visits and student appointments
- Assist with and attend all on-campus and assigned events
- Attendance at large and regional recruitment events and conferences (i.e. RMACAC NMCAC, TACRAO, NACAC)
- Admission staff members are expected to remain current in external market conditions and identify best admission practices
- Travel within the assigned recruitment territory, in new growth markets, and in other areas as needed, which includes: school visits; college fairs (both in and out of state); specialty recruitment tours; and attendance at special programs hosted by Community-Based Organizations and Partner Programs. Travel can range from 8-12 weeks annually, with most travel occurring between September and November

Advise and consult with prospective students and families on admission to NMT

- Deliver contextually appropriate presentations and visit experiences
- Engage in intentional and continual learning about the offerings of an NMT education and best practices in the field of Admission

- Create a warm and inclusive atmosphere on campus
- Answer questions thoughtfully and thoroughly for families; provide exceptional customer service
- Work closely with the Financial Aid office to provide the most up-to-date financial package information, and provide guidance on scholarship and other funding opportunities
- Understand and utilize value propositions and calls to action that drive application, fee payment and enrollment

Supporting Programs, Events and Visits

- Assist with recruitment programs, including but not limited to visit days for prospective students, visits from school groups, and spring admitted student events
- Collaboration with campus partners for assistance with fall, spring, and summer events (i.e. Exploration Day, Research Day at Tech, NM STEM Competition, Miner Mayhem, Summer STEM Experience, Buzz Camp etc)
- Conduct presentations-both in-person and online-for prospective students and their families and for visiting groups on campus

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Any area of study. 1-3 years' experience in higher education admissions, recruitment, sales, customer service, marketing, public relations or related area. Demonstrate the highest professional demeanor and ethical behavior while representing the institution. Possess a celebration of diversity, both in the workplace and in student population Ability to work independently as well as establish and maintain collegial relations with other College staff, faculty, and students. Ability to work collaboratively as a member of a close and integrated team of admission professionals. Excellent written and oral communication skills Ability to plan, organize and implement events, programs and projects related to the University's enrollment goals. A valid driver's license, and the ability to participate in significant travel. Ability to stand in one place for significant amounts of time and ability to lift boxes up to 40 pounds.

DESIRED QUALIFICATIONS:

Knowledge of Slate or other CRMs. Extensive knowledge of an university environment and undergraduate and graduate admission support. Ability to positively interact and establish personal contacts with diverse group of students, parents, school counselors, and college personnel. An in-depth knowledge of, and passion for, STEM. Speaks Spanish.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

| | |
|-----------------|---|
| 0 - 15 pounds | F |
| 15 - 30 pounds | O |
| 30 - 50 pounds | O |
| 50 - 100 pounds | S |
| 100 + pounds | S |

PHYSICAL DEMANDS:

| | | | |
|--------------|-------------|-------------|----------|
| Standing 30% | Sitting 50% | Walking 20% | Pulling |
| Pushing | Lifting | Stooping | Kneeling |
| Crawling | Climbing | Reaching | Other |