BORICUA COLLEGE
VACANCY ANNOUNCEMENT
Admissions Officer

Date: December 03, 2012

Position: ADMISSIONS OFFICER (Manhattan Campus)
Two Full-time positions available immediately

Summary: The admissions officer works closely with the admissions director and other admissions personnel in meeting established recruitment goals three times a year and in all aspects of recruiting new and transfer students to the College.

Responsibilities: Under the direct supervision of the Director, the admissions officer
- Recruits, interviews, tests and processes new and transfer applicants.
- Develops and maintains correspondence with potential applicants and groups.
- Collects and maintains all relevant student forms and records i.e., admissions application, immunization record, high school diploma, transcripts, letters of recommendation, and other records as needed.
- Enters student information into an academic management database system and maintains spreadsheets containing student data.
- Composes reports and memoranda regarding recruitment efforts and statistics.
- Counsels students having problems related to admissions or directs them to the professionally trained admissions counseling staff and/or faculty.
- Participates in or conducts student recruitment programs with members of faculty and staff as assigned by Director of Admissions.
- Travels to, and attends, various recruitment activities and/or conferences throughout the year.
- Maintains records of all recruitment activities.
- Required to study and understand the College’s educational model and majors and provide information about the available programs to applicants.
- Required to understand financial aid procedures and eligibility requirements to assist students with financial aid documents.
- Required to understand and explain admissions requirements, policies and student transfer credit policies to a wide range of groups and/or individuals.
- Other duties as assigned.

Qualifications: Previous experience working in an academic setting and/or as a recruiter
Willing to travel, work on some Saturdays, and accept a flexible work schedule.
Computer literacy and excellent verbal, written and interpersonal communication skills required.
Bilingual-Spanish skills beneficial but not necessary.
Must provide verifiable references.
Education: Bachelor's degree (B.A.) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Contact: Send cover letter and resume by direct mail or e-mail to:

Boricua College
Human Resources & Personnel Department
3755 Broadway
New York, NY 10032

E-Mail: fcastro@boricuacollege.edu

Founded in 1974, Boricua College is an innovative liberal arts institution serving a full-time adult student body that is primarily Latino. Boricua is the only independent minority college chartered in New York State and has been acknowledged for its consistency of mission, educational philosophy, and instructional model.

Boricua College is an equal opportunity employer. The college maintains four Campus Centers:

- Manhattan Campus Center 3755 Broadway, New York, NY 10032 Main Address
- Bronx Campus Center 890 Washington Avenue, Bronx, NY 10451
- Brooklyn Campus Centers 186 North 6th Street, Brooklyn, NY 11211
- 9 Graham Avenue, Brooklyn, NY 11206