Admissions Counselor

Helena College University of Montana a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as an Admissions Counselor.

This position reports to the Executive Director of Enrollment, and is responsible for the collaborative design and execution of new student recruitment and evaluation activities for Helena College. The particular activities related to this position include promoting the college’s programs and services, communicating and maintaining relationships with prospective students, parents, guidance counselors, and agency representatives, evaluation of applications, transcripts, residency compliance, and coordinating on and off campus recruitment and outreach programs.

Expectations include the ability to provide prospective students and other interested parties with information about program offerings, student support services, guiding students through the application process and general data regarding two-year education and recruitment as well as Financial Aid information and requirements. Evaluation requires interpretation and implementing policies and procedures related to student applications, transcripts and residency.

Excellent customer service skills are required. This position will participate in team activities as well as individual assignments. The position also requires use of personal computers and Microsoft Office Suite software components and BANNER SCT student information system. Strong self-direction and time-management skills are required for effective and efficient completion of the assigned duties. Travel is required for this position.

This position will support Helena College’s strategic goals through the following: Impact and Equity: Supporting Helena College’s diverse college student population (including first-generation, low-income, LGBTQ+, and students with disabilities). This work is critical in helping them navigate enrollment to become successful students.

Effectiveness: Assisting with tracking enrollment processes to demonstrate effectiveness of services and ensuring we are improving our service levels.
Duties and Responsibilities

Off Campus Recruitment Activities

- Travel for high school visits, college/career fairs, and other prospective student site visits as necessary
- Visit and present to civic groups and state/regional/local agencies & organizations

On Campus Recruitment Activities

- Conduct campus tours
- Provide excellent customer service to “walk in” prospective students and applicants
- Maintain prospective student database and communications
- Coordinate on campus recruitment programs and events
- Coordinate faculty support of recruitment efforts
- Assist in developing recruitment publications

Application Evaluation and Processing

- Evaluate and enter applications into Student Information System
- Determine residency status for admissions applicants
- Maintain confidentiality and accuracy of applicant data
- Coordinate admission processes for special circumstances (safety & security, ability to benefit, WUE)
- Accurate application of Montana Board of Regents policies concerning admissions
- Coordinate with the Student Support Center on First Semester Advising processes

Transfer Evaluation and Processing

- Review and evaluate transcripts from other institutions to determine transferability of coursework to Helena College.
- Maintain data integrity for transfer coursework, and transfer data.
- Accurate application of Montana Board of Regents policies concerning Common Course Numbering and transfer evaluation
- Research coursework and with faculty when appropriate in evaluations

Planning, Admissions & New Student Support

- Develop, implement, and assess annual recruitment plan in coordination with Marketing
- Plan and implement communications to applicants
- Analyze data and write reports on recruitment and admissions efforts & outcomes
- Work with a team to help coordinate and develop Student Ambassador program
- Supervise work-study students
- Assist with web page development & content maintenance
Minimum Qualifications

- Associate’s Degree and relevant experience or a Bachelor’s Degree in relevant area
- Experience working with college students, preferably at the two-year level
- Strong interpersonal skills and communication techniques with a desire to meet new people
- Ability to interact with individuals of varying backgrounds and perspectives
- Ability to work collaboratively
- Ability to work efficiently with careful attention to detail
- Skill using a variety of computer software, including but not limited to:
  - Word
  - Excel
  - Databases
  - Teams
  - Web-based programs
  - Email and appointment management system
- Ability to develop and organize events
- Analytical and problem-solving skills to identify and determine how policy applies to scenarios
- Ability to travel and represent Helena College in a professional setting
- Ability to intermittently work non-traditional schedule including evenings and weekends
- Valid Montana driver’s license or ability to obtain Montana driver’s license by date of hire
- Comfortable traveling throughout Montana in all seasons

Benefit and Salary Information

$17.03 - $18.34 hourly

Benefits include a comprehensive and competitive group benefits package including Insurance package, mandatory retirement plan, partial tuition waiver, professional development, and wellness program.

How to Apply

Priority Application Date: Sunday, September 25, 2022

Review of applications will begin after date above and continue until the position is filled.

Submit the following materials:

- Letter of Interest – addressing the stated required skills for the position
- Detailed Resume listing education and describing work experience
Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

**Criminal Background Investigation is required prior to Offer of Employment**
In accordance with University policy, finalists for this position will be subject to criminal background investigations.

**ADA/EOE/AA/Veteran’s Preference**
Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law.
Applicants requesting veterans’ or disability hiring preference must provide appropriate documentation to verify eligibility.
Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

**Testing**
Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

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**Union Information**

MFPE CBA
*References not listed on the application materials may be contacted; notice may be provided to the applicant.
*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).
Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College.

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:
Last Name: ___________________________ First Name: ___________________________ Middle Initial: ___________________________

Gender: □ Male □ Female

Race/National Origin:
□ White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

□ Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

□ Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

□ Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

□ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:
□ No Military Service

□ Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.
☐ Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

☐ Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Where did you learn about this vacancy?
☐ Newspaper ☐ Job Service ☐ Referral ☐ Posting ☐ Web ☐ Career Fair ☐ Other: