Harcum College in Bryn Mawr, PA, a leader among the nation's independent, two year colleges, has an immediate opening for an Admissions Counselor. Reporting to the Executive Director of Enrollment Management, this position will recruit prospective students to the college and manage applications for various programs. The candidate will be energetic and professional working as part of a successful Admissions team.

**Responsibilities:**

- Planning, managing, and conducting recruitment and counseling activities in a specific geographic territory.
- Developing and implementing strategic plans for the recruiting territory using basic research skills with web and PC-based technologies.
- Managing follow-up communication to prospective students, parents and guidance counselors.
- Recruitment traveling including high school visits and college fairs.
- Developing school/guidance counselor relations.
- Reviewing applications.
- Interviewing prospective students.
- Assisting in the organization and coordination of open house and other on-campus events.
- Participating in on and off-campus functions designed to meet application and enrollment goals.
- Developing and maintaining electronic contact with prospective students.
- Other duties may be assigned by the Dean dependent on the experience of the individual chosen and the needs of the office.

**Qualifications/Skills:**

- Bachelor's degree.
- Minimum of 2 years of experience. Undergraduate admission intern, student interviewer and student volunteer experience will be considered.
- Excellent oral and written communication skills and leadership skills required.
- Attention to detail and demonstrated organizational skills related to program/project management essential. A valid driver's license required.
- Knowledge of Powercampus and Microsoft Office is helpful.
- 30-40% daytime travel with some overnight required. Some weekends required – Open Houses throughout the year.

ABOUT HARCUM COLLEGE
Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

COMPENSATION
Harcum College offers a comprehensive benefits package and the salary will be commensurate with experience. Harcum College is an Equal Employment Opportunity employer. Resumes must include salary requirements for consideration of employment.

Please send cover letter and resume including work history to:

Claudine Vita
Executive Director, Human Resources & Compliance Officer
Harcum College
750 Montgomery Avenue
Bryn Mawr, PA 19010
Fax: 610-526-6011

Preferred response for this position is via email: cvita@harcum.edu