Coastal Pines Technical College

JOB DESCRIPTION

Admissions Counselor/Recruiter

Supervisor: Director of Dual Enrollment and Recruitment Services

Under supervision of the Director of Dual Enrollment and Recruitment Services, assists state, secondary, and postsecondary instructional leadership in the planning and development of career programs of study for Dual Enrollment students. Coordinates and implements student recruitment/admissions activities for a technical college. Serve as a member of the CPTC Recruitment Team.

**RESPONSIBILITIES:**

1. Plans and implements student recruitment activities to include campus tours, recruitment material mailings, maintains a recruitment mailing list, maintains social media sites, develops promotional gifts for events and serves as the technical college representative at college recruitment functions.
2. Serves as primary point of contact for and collaborates with high school administrators, counselors, and staff to promote Career and Technical Education, dual credit, etc. between high schools within the service delivery area and the college.
3. Coordinates placement exams with the high school.
4. Assists prospective students with the admission and readmissions process to include advisement of specific career paths.
5. Receives and enters applications into the student information system and counsels students on placement scores.
6. Enters college and high school transcripts and verifies in-state residency.
7. Provides information by telephone, written correspondence and in person to interested parties regarding application procedures and admissions requirements.
8. Collaborates with Academics to develop Dual Enrollment schedules each semester and adds additional programs if needed.
9. Assists with the design and execution of special event projects and activities.
10. Promote CPTC at fairs and events throughout the college service area.
11. Participates in annual planning and budgeting process at the College.
12. Participates in required staff development activities.
13. Performs all other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree from an accredited college or university \*and\* Two (2) years of related work experience. Experience in the use of the Microsoft Office Suite products.

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| Equal Opportunity StatementCoastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, khoward@coastalpines.edu  912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia eharris@coastalpines.edu  912.287.4098; titleix@coastalpines.edu  ADA/Section 504 Coordinator, ada@coastalpines.edu ; All Campuses, 1777 West Cherry Street, Jesup, Georgia. |

Last Update: April 2025