The Admissions Office at Columbia College seeks a smart, energetic, creative person who understands the important role of college admissions. Primary responsibilities will include: meeting with prospective students (and their families and counselors) throughout the assigned territory and on-campus and reviewing applications for admissions and scholarships. This position, while located in Columbia, Missouri, will involve extensive travel to high schools, community colleges, and educational fairs throughout Missouri with some travel to other states. Additional responsibilities will include web, phone and e-communications, group presentations, relationship marketing, and database tracking and report generation.

There will be other duties as assigned.

Qualifications:
Candidates must have a bachelor’s degree, a healthy understanding of the value of the liberal arts and sciences and a commitment to serving others. Qualified candidates will have the ability to work effectively with all college constituents, specifically academic departments. The ideal candidate will have a competitive spirit, will be results-oriented with an attention to detail and will possess excellent oral and written communication skills. Additionally, flexibility with scheduling will be necessary in this position due to travel requirements and recruiting events on-campus throughout the week and weekends.

Interested applicants APPLY
online at http://www.ccis.edu/offices/humanresources/vacancies.asp, or submitting a completed Columbia College application, resume and cover letter to: Columbia College Human Resources, 1001 Rogers Street; Columbia, MO 65216; or via fax (573) 875-7266

Stephanie Johnson
Associate Director of Admissions
Columbia College
1001 Rogers St
Columbia, MO 65216
www.ccis.edu
(800) 231-2391 ext. 7357

Review of applications will begin immediately and continue until the position is filled. Columbia College is an affirmative action, equal opportunity employer.

Specific Requirements:
Applicants must have a valid driver’s license and qualify as an approved drive with Columbia College (a driver’s background check will be required as part of this approval process). Applicants must also be able to lift 30 lbs. Preferred qualifications include admissions/recruitment experience, an understanding of public relations and marketing, and the desire for engaging the admission profession beyond Columbia College’s admission office.