



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/07/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Admissions Reader
Status: Full-time, Calendar Year Appointment, Non-standard hours, evenings and weekends
Grade: 9
Union Affiliation: PSA@RIC
Reports To: Associate Director of Admissions

PRIMARY PURPOSE:

The Admissions Reader will perform outreach and recruitment including, but not limited to fall and spring recruitment travel, counseling prospective students and families throughout the college application, selection, and enrollment process; assisting guidance professionals, faculty, alumni/ae, and prospective students and families to better understand the college's mission through personal interviews, group presentations, and extensive follow-up communication; while representing the college with the utmost professionalism.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Develop a working knowledge and remain current on all College recruitment messages, facts, and policies.
- Recruit prospective students and conduct extensive follow-up communication and tracking.
- Manage a recruitment territory and associated contacts by identifying, scheduling, and visiting targeted high schools and two-year colleges.
- Represent the College at all recruitment events assigned.
- Participate in Counselor-of-the-Day responsibilities by delivering engaging presentations for prospective students, families, and guests.
- Conduct thorough application review of admissions materials and provide decisions in a timely fashion.
- Enter data into and use the CRM to support recruitment, tracking and communication with prospective students.
- Collaborate with other administrative offices, academic departments, committees and College personnel to effectively support student recruitment and enrollment.
- Be an active and positive member of the admissions team, demonstrating a willingness to participate and volunteer in team initiatives.

Occasional Job Functions:

- Travel extensively in-state and out-of-state, with evening and weekend work required.
- Perform other duties and responsibilities as assigned by the Director of Admissions.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Skills, Knowledge and Abilities:

- Excellent communication (oral and written), interpersonal, organizational and basic computer skills.
- Ability to represent the College effectively and to interact with individuals and groups in an articulate, sensitive, persuasive, and professional manner.
- Sensitivity to the needs of minority students and other special groups, including non-traditional students.
- Commitment to professional growth and development in college admissions.
- Capability and willingness to travel and work nonstandard hours.
- Must be able to arrange transportation for daily, in-state travel and for out-of-state recruitment travel as needed.

PREFERRED:

- Demonstrated familiarity with the undergraduate programs at Rhode Island College.
- Previous post-baccalaureate professional experience in college/university level admissions.
- Bilingual in English/Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

- The incumbent is not substantially exposed to adverse environmental conditions.
- Frequent lifting of boxes of informational material weighing approximately 35 pounds each.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.