

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description AD07**

NAME: \_\_\_\_\_ JOB TITLE: Admissions Representative

DIVISION/DEPARTMENT: Admissions

RESPONSIBLE TO: Director of Admissions

MONTHS PER YEAR: 12                      HOURS PER WEEK: Exempt                      UPDATE: 09-17

**CREDENTIALS:**

Bachelor's Degree, preferred, Associate's Degree required  
Excellent speaking and writing skills  
Excellent human relations skills and a positive attitude  
Ability to communicate effectively with current and prospective students, parents, area school administrators and faculty, and the general public  
Effective computer skills (i.e. MicroSoft products and the internet)  
Prior experience with the POISE administrative software a plus  
Valid driver's license

**JOB PURPOSE**

Assist Director of Admissions with recruitment of students and coordinating scholarships

**RESPONSIBILITIES**

Develop a working knowledge of all FSCC programs  
Establish and maintain ongoing relationships between FSCC and prospective students  
Schedule and conduct regular on-site high school visits as assigned and needed  
Attend assigned CPC's (College Planning Conferences) with some overnight travel  
Attend community activities when necessary  
Arrange and conduct campus visits for prospective students and/or parents, high school counselors and other administrators  
Schedule and attend financial aid nights at area high schools with FSCC financial aid personnel  
Assist in coordination of Senior Day (s) and other special recruiting days  
Assist with enrollment and registration activities  
Develop, implement, maintain, and update additional social media  
Assist Director of Admissions in identifying, developing, and implementing revised business practices that effectively meet the needs of prospective students and reduces operating costs for the department.  
Assist Director of Admissions with other duties as assigned

Reviewed by Supervisor: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All job descriptions are subject to revision based on changing needs of the college.