



Admissions Counselor

Job Scope

The Admissions Counselor will guide prospective students through the admissions process, provide information about our programs, and ensure a smooth transition into Propel Career Academy. This position offers the opportunity to positively impact the lives of aspiring professionals in the vocational and services industry.

Responsibilities

- Provide guidance and support to prospective students throughout the admissions process, including application submission, documentation review, and enrollment procedures. Conduct informational sessions, campus tours, and individual meetings with prospective students to promote our programs and answer questions. Collaborate with senior management to align admissions processes with organizational goals and objectives. Develop and implement strategies to attract and engage prospective students, including outreach events, marketing campaigns, and partnerships with educational institutions and community organizations. Using our CRM system, maintain accurate and up-to-date records of student inquiries, applications, and admissions decisions. Collaborate with other departments, including Financial Aid and Academic Affairs, to ensure a seamless transition for admitted students. Assist in developing admissions materials, including brochures, presentations, and website content. Stay informed about industry trends, competitor offerings, and regulatory requirements to enhance our admissions strategies and processes. Represent Propel Career Academy at industry events, college fairs, and other recruitment activities. Establish metrics and assessment methods to evaluate the effectiveness of admissions efforts and make data-driven decisions to improve outcomes. Uphold a solid commitment to compliance with relevant industry standards, safety regulations, and legal requirements in all admissions activities. Provide ongoing support and guidance to admitted students to ensure their success and retention in our programs.

Requirements

- Proven experience in admissions, recruiting, or student services, preferably in an educational institution or training program.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Bachelor's degree in Education, Business, Counseling, or a related field is preferred.

Excellent communication and interpersonal skills, with the ability to engage and connect with diverse audiences.

Strong organizational and time management abilities, with the capacity to effectively manage multiple tasks and deadlines.

Ability to work independently and as part of a team with a collaborative and solution-oriented approach.

Familiarity with compliance and safety regulations in the education or training industry is a plus.

Passion for education and a commitment to helping students achieve their goals.

Knowledge of Texas Workforce Career School College licensing requirements, Title IV requirements, VA Certifying Official processes, and NCCER Sponsor Representative requirements is desirable.

Proficiency in computer skills and familiarity with CRM systems or student information systems.

Willingness to travel occasionally for recruitment events and activities.