

**Admissions Officer – F/T position**

Review of applications to begin immediately. This position is open until filled.

Description:

Goodwin College continues to experience rapid growth in student enrollment. With approximately 2,000 students, Goodwin College has planned for additional student growth. With the present two year degree and anticipated four year degree status Goodwin College is continually evolving, requiring talented, knowledgeable and dynamic Admissions Officers.

Under the general direction of a Senior Admissions Officer and reporting to an Assistant Director of Enrollment, The Admissions Officer will recruit students for Goodwin College. They will effectively utilize databases and web-based tools for recruitment activities. The incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues and supervisors.

Qualifications:

- Excellent communication skills both orally and in writing and excellent presentation skills.
- Strong project management and organizational skills and attention to detail.
- Ability to effectively use Microsoft applications, databases and web applications.
- Ability to successfully formulate and implement ideas.
- Excellent interpersonal skills and effective team-building ability.
- Excellent time management skills and ability to handle multiple projects simultaneously and meet deadlines with little supervision.
- The ability to learn a large array of information and respond to inquiries effectively and quickly to various constituents.
- Ability to function in an office setting and a variety of other environments including speaking in auditoriums, class rooms, gymnasiums and a variety of other venues.
- Proven ability to meet performance goals on a consistent basis.
- A minimum of a Bachelors Degree. Experience in a goal-oriented work environment is strongly preferred.

To Apply:

Send resume and cover letter to Katie Shutts, kshutts@goodwin.edu.