



**Position Description, *Admissions Officer*
New Jersey SEEDS**

DEPARTMENT	Admissions
EMPLOYMENT STATUS	Full time
SUPERVISOR'S TITLE	Dean of Admissions

POSITION OBJECTIVES

New Jersey SEEDS is a privately funded, statewide, nonprofit organization. We identify motivated, high-achieving students from low-income families, provide them with the education and skills they need to succeed and place them at independent schools, colleges and universities across the country. The SEEDS Admissions and Placement Department is responsible for the recruitment, selection and placement of these students.

The Admissions Officer works with the Dean of Admissions to identify, recruit and admit qualified candidates to our three academic programs: Scholars, Young Scholars and College Scholars. The process includes travel throughout the State of New Jersey to conduct information sessions and school visits for interested students, parents, and community organizations; establish relationships with schools and key community members; and supporting both the SEEDS staff and the applicant families during the admissions process.

PRIMARY RESPONSIBILITIES INCLUDE:

Recruitment:

- School Visits and Information Sessions – The Admissions officer will visit schools in a designated territory within the State of New Jersey. A visit will include meetings with a guidance counselor, teacher, or principal, and a presentation to students/parents.
- Recruitment Relationships – The Admissions Officer will assist the Dean of Admissions to increase awareness of SEEDS’ academic programs within targeted areas in New Jersey and will be responsible for establishing relationships with key stakeholders in the community.
- Communication – The Admissions Officer will work with the Dean of Admissions to develop and execute all communication strategies and protocol for the inquiry and admissions process. This person will be first point of contact for prospective families, school staff, and other partners. They will track and follow up with interested applicants, schools, community organizations and other stakeholders with a goal of conveying information.
- Database – The Admissions Officer will process all electronic submissions (inquiries, nominations and applications), admissions paperwork, and will be responsible for maintaining data integrity in the database.
- Event Management – The Admissions Officer will be responsible for managing the logistics of interview days, testing days and other admissions events, and coordinate these efforts with other SEEDS departments to identify volunteers.

Admissions:

- Pre-Enrollment Processing – The Admissions officer will process incoming supporting documents for applications as well as making sure the dissemination of decision letters and emails occurs in a timely manner.
- Candidate Review – The Admissions officer will be an active member of the team that reviews, interviews and tests candidates for admissions.
- Enrollment – The Admissions officer will assist the Dean of Admissions with enrollment procedures.

WORK EXPERIENCE/EDUCATION

- Four-year college degree required
- Must be able to work in a fast-paced, deadline oriented environment
- Valid driver's license required and access to a vehicle
- Administrative experience preferred
- Experience working in an independent school admissions office and/or college admissions office

TECHNICAL SKILLS

- Knowledge of Microsoft Office required (specifically Excel, PowerPoint, and Publisher).
- Knowledge of Google products (Docs, Sheets, Slides) preferred.
- Filemaker database experience a plus.

PREFERRED SKILLS/CHARACTERISTICS

- A deep belief in the importance of an excellent education
- Strong public speaking and presentation skills
- Bilingual (English/Spanish) speaker preferred
- Organizational skills and the ability to pay close attention to details
- Analytical and problem solving skills
- Ability to function as a member of a diverse team
- Ability to prioritize multiple tasks
- Ability to work well in teams
- Strong oral and written communication skills
- Ability to work independently
- Valid license and access to vehicle

WORKING CONDITIONS

- The position requires frequent work on weekends and evenings (advance notice given)

COMPENSATION

- Competitive annual salary reviewed annually
 - Benefits
 - Medical, Dental and Vision benefits
 - 401K/Retirement Plan (with an employer-matching component)
 - Commuter Benefit Plan
 - Cell Phone reimbursement
 - Health and Dependent Flexible Spending Accounts

To Apply:

Send resume and cover letter to Liseth Giraldo at lgiraldo@njseeds.org. No phone inquiries please.

Interested applicants will need to submit a resume and cover letter.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.