

Moore College of Art and Design Job Posting

Status: Exempt
Position: Admissions Counselor
Reports To: Dean of Admissions

Purpose: The main purpose of this position is to recruit applications for admission to the College. Responsibilities include calls, written correspondence, and portfolio reviews. Candidate will provide positive, efficient and effective communications with students, parents, secondary school officials and alumni.

Requirements:

- B.F.A. or B.A. in art or related field is required.
- Previous experience in sales/marketing.
- Must possess strong verbal and written communication skills.
- Must have computer, data-entry, and social media knowledge.
- Must have a valid driver's license and passport.
- Ability to work nights and weekends as needed.

Responsibilities:

1. Correspond with prospective students, applicants, secondary school officials, and others seeking information on admissions to the College.
2. Answer daily admission inquiries by email, phone, and in person.
3. Attend on and off campus recruitment events with assigned territory.
4. Determine admissibility of prospective student to the College.
5. Participate with special programs and research projects as related to enrollment strategies.
6. Ability and willingness to work some evenings and weekends.
7. Perform other related duties as assigned.

To apply: send cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; 1916 Race Street; Philadelphia, PA 19103 or email: hr@moore.edu; fax: 215-568-1773.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit:* <http://moore.edu/about-moore/non-discrimination-504-titleix>