Position: Campus Liaison, Durham/Rocky Mount, NC

Application Deadline: Review of applications will begin July 6, 2015

Start Date: August 2015

Supervisor: Dual reporting to Director of Admissions and Director of Academic Advising and Student Services

Summary: Under general supervision, this position is responsible for the recruitment and advising for prospective graduate students regarding admissions and degree requirements, as well as enrolling students for the College’s graduate programs offered through the College's partnership with North Carolina Wesleyan College. This position will also maintain a working relationship with North Carolina Wesleyan College for classes are being held on the NCWC Triangle or Rocky Mount campuses.

This position will assist the student throughout the admissions process through graduation. Time will also be spent developing relationships and promoting and projecting a positive image in the community while generating leads for prospective students. Duties include outside representation of the College at businesses, healthcare institutions, and other higher education venues, as well as communicating with students via telephone, email, and informational and advising sessions.

Requirements:

- Exemplifies a like-mindedness with Montreat College's Christ-centered Mission, Vision, and Values by demonstrating and articulating a personal Christian faith.
- Bachelor degree required; master’s degree preferred.
- Two years of college admissions, advising or counseling experience preferred.
- Working knowledge of Internet Explorer and Microsoft Office required. Experience with the PowerCAMPUS system a plus.
- Good written and verbal communication skills required. Experience in giving individual and group presentations a plus.
- Some night and weekend hours may be possible. Occasional travel between campuses required.
- General lifting of up to 50 lbs may be required.

Admissions Responsibilities (50% of appointment):

- Establish and promote mutually beneficial relationships in the community that will reflect the Montreat College image and drive enrollment.
- Understand and be able to clearly explain all aspects of the Montreat College mission statement and the College’s School of Professional and Adult Studies degree programs.
- Interact with businesses and healthcare and educational institutions by speaking to groups and individuals about the benefits of the Montreat College graduate programs.
- Work with prospective students through the admissions and financial aid processes for their respective degree program.
- Conduct advertising and marketing for Montreat SPAS programs within the designated recruitment region.
- Assist in maintaining an organized flow of data, admissions files, and communications to internal and external constituents.
- Maintain the student information system for all prospective student information.
- Attend business expos, career/education fairs, conferences, and conventions.
- Provide effective communication between all College departments.
- Organize, at a minimum, six open houses, miscellaneous events, and set-ups per academic year.
- Research and coordinate community events, such as business expos, career/education fairs, conferences, and conventions.
- Communicate needed admissions recruitment materials with the Director of Admissions for timely restocking.
- Complete and provide reports as requested to the Director of Admissions.
- Meet performance standards as determined by the Director of Admissions and the Director of Academic Advising and Student Services.
- Other admissions and enrollment duties as assigned.
- Responsible for annual recruitment goals as determined by program leadership.

**Advising Responsibilities (50% of appointment):**

- Maintain a student retention rate of 75% of assigned student population.
- Evaluate student files for transfer of college credits and maintain student files of completed courses for graduation.
- Conduct new student orientation and registration meetings with individual accepted students.
- Provide advice and counsel students on successful degree completion plans and all graduation requirements.
- Answer student questions regarding their files, approval of courses, registration, withdrawal, and re-entry.
- Work closely with the offices of enrollment, financial aid, student financial services, and the registrar regarding student records and accounts.
- Update student information in the PowerCAMPUS student information system.
- Maintain a current and accurate roster of all assigned students.
- Complete paperwork on behalf of the student for course registration, add/drop, withdrawal, and separation from the College.
- Attend Commencement ceremonies every May and December at the Montreat location (if advisees are graduating).
- Complete and provide reports as requested by program leadership.
- Other advising and student services duties as assigned.

**Liaison Responsibilities:**

- Form and maintain positive working relationships with key partnership institution staff and faculty members.
- Ensure that all classes being conducted in partnership institution facilities are maintaining the classroom space. i.e. keeping the space clean, and furniture and technology equipment in good working order.
- Act as a general campus coordinator: ordering office supplies, maintaining communication with other College offices and departments, etc.

**Expected Schedule:**

As a salaried employee, there is an expectation for a minimum of a forty-hour work week, working in the office or scheduled Montreat College event, Monday through Friday.
Application Requirements:
Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:

1) Professional Resume
2) Cover letter
3) Personal testimony of salvation
4) List of three professional references

By Mail:
Susan DeWoody
Vice President & Dean for Adult and Graduate Studies
Montreat College
P.O. Box 1267
Montreat, NC 28757
Or email to: AGSjobs@montreat.edu

About Montreat College:
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.