

Florida Coastal School of Law (Coastal Law) is currently accepting applications for an Admissions Counselor.

The Admissions Counselors primary responsibility will be advising and assisting incoming and prospective students with the admissions process and to advance the brand, value, and mission of Florida Coastal School of Law and the Admissions/Enrollment department.

The Admissions Counselor will drive awareness, participation and brand recognition of Florida Coastal School of Law, both on and off campus in support of reputation and brand management, student recruitment, media awareness and audience building.

- Answer phone calls and emails from students to advise and assist with the admissions process.
- Follow up with students about missing documentation.
- Help prospective students through the financial aid process.
- Reviews applications and makes recommendations regarding admissions decisions to the Dean or Director of Admissions in accordance with established Coastal Law policies.
- Process admissions applications in ACES and CampusVue.
- Creates reports in ACES and CampusVue.
- Serves as CampusVue expert for Admissions office.
- Follow up with admitted students to help achieve yield recruitment goals.
- Assist with the management of the Admissions office processing documentation.
- Provides tours to visitors, guests of the school, applicants for admissions, parents and family members of students.
- Managing off-campus housing relationships and create an off-site housing website.
- Provide data and analysis to assist in planning and implementing recruitment activities for designated colleges and universities, including travel in-state and nationally. At the direction of the Dean or Director of Admissions attend recruiting events to promote Coastal Law to prospective students. Represent the law school both on- and off-campus to prospective students, parents, pre-law advisors and other individuals or organizations involved in the law school selection process.
- Assist in setting recruitment goals for assigned territories being innovative and competitive in individual and territorial programming, while being attentive to the cost effectiveness of recruitment activities through thoughtful analysis.
- Manage event planning for the admissions department as well as serving as liaison to and working closely with other offices on campus to increase collaboration and to determine needs and resources for recruitment activities. These activities particularly relate to programming and recruitment of students.

Qualifications:

- JD preferred.
- Bachelor's degree required.
- Master's Degree preferred.
- Preference given to those with 2 years of experience in higher education admissions/enrollment management or enrollment marketing, public relations, social media marketing, or media relations.

For consideration of this position, please submit a cover letter and your resume to humanresources@fcsi.edu.

We are proud to be an Equal Employment Opportunity employer and value diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity or expression, national origin, age, disability status, protected veteran status, or any other characteristic protected by law. All employment is decided on the basis of qualifications, merit and business need.