

Recruitment Counselor
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261855>

Downloaded On: Sep. 19, 2025 11:26am

Posted Aug. 29, 2025, set to expire Dec. 26, 2025

Job Title Recruitment Counselor
Department Admissions & Recruitment
Institution Northern Essex Community College
Haverhill, Massachusetts

Date Posted Aug. 29, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Admissions/Student Records/Registrar
Counseling Services
Educational Services

Apply Online Here <https://apptrkr.com/6522770>

Apply By Email

Job Description

Image not found or type unknown



Recruitment Counselor

POSITION:

Full-Time Recruitment Counselor (Recruitment Counselor): Admissions & Recruitment; Haverhill (100 Elliott Street) and Lawrence Campuses (45 Franklin Street); MCCC/MTA Unit Professional Position; 37.5 hours/week, Monday Tuesday, Thursday and Friday 9:00am - 5:00pm, Wednesday 11:00am - 7:00pm, (Hours may be adjusted and compensated in alignment with contractual guidelines)

Recruitment Counselor Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261855>

Downloaded On: Sep. 19, 2025 11:26am

Posted Aug. 29, 2025, set to expire Dec. 26, 2025

during peak enrollment periods); Pay Grade 3.

SUMMARY: The Recruitment Counselor will be responsible for a variety of on and off-campus recruitment activities that attract prospective students to the college and its various programs. Activities will include, but are not limited to, utilizing data to identify target populations, developing and distributing marketing and social media campaigns through multiple modalities, participating in events such as open houses and high school fairs, providing enrollment information to prospective students and their families and assisting students in navigating the enrollment process. The person in this role will also monitor, track and gauge.

RESPONSIBILITIES: Under the supervision of the Director of New Student Recruitment

Specific duties for this position include:

- Assists in developing, implementing and evaluating recruitment and outreach efforts for specific target audiences and assigned territories.
- Assists the Director of Recruitment with monitoring and tracking the effectiveness of recruitment efforts; utilizes data to assist the Director to make informed decisions for future recruitment goals.
- Works with the Director of Recruitment to create electronic and social media campaigns for targeted prospect groups; communication methods include mailings, e-mail, texting, social media, Navigate, Constant Contact and other systems.
- Assists in creating marketing and recruitment plans based on enrollment cycles.
- Establishes and maintains working relationships with guidance counselors, parents, representatives of community-based organizations, as well as Northern Essex Community College faculty and staff.
- Attends on and off-campus meetings and recruitment events as necessary; participates in college fairs and makes high school visits regularly.
- Provides ongoing information sessions and campus tours to prospective students.
- Plays an active role in the planning of college-wide Open House events.
- Provides recruitment and admissions statistical reports.
- Assists the Director of Recruitment with the establishment of recruitment goals and objectives to help increase the number of applications and conversions.
- Maintains a professional knowledge in applicable areas by researching recruitment strategies and admission trends. Applies knowledge and makes recommendations.
- Provide follow-up communication to prospective students; monitors prospective student lists, identify where students are in the enrollment process, assist with next steps.
- Works collaboratively with all departments within Enrollment Services and other areas of the college.

Recruitment Counselor Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261855>

Downloaded On: Sep. 19, 2025 11:26am

Posted Aug. 29, 2025, set to expire Dec. 26, 2025

- Actively promotes NECC's recruiting events through a variety of social media outlets.
- Maintains knowledge of Academic Programs, Student Roadmap, Cost of Attendance and other pertinent enrollment information to effectively assist prospective and new students.
- Provide a welcoming environment to prospective students and families
- Performs other duties as assigned.
- The Classification Specification is available at:
<https://www.mass.edu/shared/classificationspecs/specsmccc/Recruitment Counselor - HB 1142.doc>

Job Requirements:

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Education, Counseling, Psychology, Organizational Behavior, Sociology, Liberal Arts, or closely related field; with two (2) years' experience and/or training involving public education, college admissions or related enrollment services area, academic advisement, or customer service; or an equivalent combination of education, training, and experience.
- Experience maintaining and utilizing data systems.
- Exceptional knowledge of Microsoft products, particularly Excel and Access.
- Knowledge of the principles and practices of student recruitment and admissions, or willingness to complete training in these areas.
- Strong presentation skills. Outstanding public relations and customer service skills.
- Must have the ability to travel and work evenings and weekends for such events as Open Houses, College Fairs, community engagements, graduations, etc.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and a demonstrated ability to effectively establish interpersonal connections with culturally diverse populations.
- Demonstrated success building relationships with school guidance counselors, teachers, parents, and community agency representatives.
- Must possess high energy, flexibility thriving in a high energy environment, and have a result driven attitude and focus for student success.
- Must be positive, energetic, and team-orientated
- Ability and desire to work effectively within a fast-paced, rapidly growing, intense, and multi-functional office environment.

PREFERRED QUALIFICATIONS:

Recruitment Counselor
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261855>

Downloaded On: Sep. 19, 2025 11:26am

Posted Aug. 29, 2025, set to expire Dec. 26, 2025

- Bilingual (Spanish/English)
- Community College experience is a plus.
- Banner experience
- Experience working with and supporting a culturally diverse population

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

GRADE AND SALARY: Anticipated salary range is \$56,985.00 - \$61,395.00 (MCCC Pay Grade 3 with a bachelor's degree) annually with complete fringe benefit package. Complete fringe benefit package including competitive health insurance, free dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits. Actual salary calculated in compliance with MCCC/MTA classification system. Official transcripts will be required at the time of hire.

ANTICIPATED START DATE: ASAP

To apply, click [HERE](#)

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Recruitment Counselor
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261855>

Downloaded On: Sep. 19, 2025 11:26am

Posted Aug. 29, 2025, set to expire Dec. 26, 2025

Contact

Admissions & Recruitment
Northern Essex Community College

,