

Recruitment Counselor
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262149>

Downloaded On: Sep. 9, 2025 12:10am

Posted Sep. 8, 2025, set to expire Jan. 3, 2026

Job Title Recruitment Counselor
Department Admissions
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Sep. 8, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

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

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Job Description

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Recruitment Counselor

Category: Professional
Department: Admissions
Locations: Worcester, MA
Posted:
Closes:
Type:
Position ID:

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General Statement

The Recruitment Counselor is responsible for assisting Director of Student Recruitment and Outreach in meeting enrollment goals each year. This is accomplished through the formulation and execution of a comprehensive marketing, recruitment and enrollment plan that includes targeted advertising, travel, high school and partner visitation programs and written and telephonic communications.

In this role, the Recruitment Counselor serves as a public facing ambassador for the Office of Recruitment and Events and Quinsigamond Community College. The position will involve in-person and virtual recruitment as well as projects across the office which may include working with student volunteer groups, assisting with office programs, responding to and working with prospective students and families and engaging college partners. They will also be responsible for supporting roles in larger projects that work towards office priorities and goals. This position requires regular evening/weekend work.

Responsibilities

Under the supervision of the Director of student Recruitment and Outreach

Territory Administration:

Collecting, analyzing and interpreting data.

Working with the Director of Recruitment and Events to formulate goals based on historical trends and projections.

Developing and implementing an individualized recruitment plan with appropriate objectives and strategies.

Formulating and implementing a comprehensive travel/visitation plan that includes college fairs, high school visits, community based organization visits, company visits and special programs as required.

Building relationships and developing knowledge and familiarity with secondary school and Community Based Organization (CBO) landscapes.

Funnel Administration:

Building an inquiry pool sufficient in size and quality to reach established enrollment goals.

Communicating via text message, phone, email and letters with inquiries to encourage submission of an application.

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Maintaining communication with applied students to encourage and support completion of the application process.

Maintaining communication with accepted students using yield enhancement strategies to reach enrollment goals.

Working with Enrollment Coaches to resolve student issues, answer questions and increase yield.

On and Off Campus Events Planning:

Planning dates, budgets, developing agendas and securing speakers, facilities food, beverages and collateral campus support for assigned activities.

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.
- An appreciation for working with diverse populations.
- Outstanding verbal, written and presentation skills as well as organizational skills.
- Will be expected to represent and be knowledgeable about the academics, student experience and financial aid programs at Quinsigamond Community College.
- Work independently with little supervision; possess a self-motivated disposition; identify opportunities for improvement and recommend effective changes, all while achieving key objectives resulting in desired outcomes.
- Excellent strategic planning, critical thinking, analytical and persuasion skills.
- Demonstrated ability to work effectively and diplomatically with colleagues as well as with students, faculty and corporate contacts in a multitude of communication methods.
- Professional demeanor, including tact, discretion and a customer service-oriented approach.
- Go above and beyond to provide impeccable customer service.
- The ability to travel extensively in Central Massachusetts.

Preferred Qualifications

- Previous experience in a higher education setting and or community college environment is preferred.
- Bilingual

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Start Date

August/September 2025

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=190951>

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Contact Information

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

Contact

Admissions
Quinsigamond Community College

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