

Position Name: Prospect Outreach Graduate Coordinator (2)
Institution: Benjamin Franklin Institute of Technology
Location: South End, Boston. 41 Berkeley Street, Boston MA 02116
Office: Admissions
Department: Admissions
Hours: 15-20 hours weekly Flexible hours days/nights TBA
Duration: September 2014-May 2015
Reports to: Associate Dean of Admissions



About the Institution:

The Benjamin Franklin Institute of Technology, founded in 1908, is a private technical college located in Boston's historic South End neighborhood. The college is proud of its long tradition of educating students for technical careers. We offer our students technical education combined with the communication and analytical skills that will prepare them to build a viable career.

Demographics:

- Males 88%, Females 12%
- Average age: 22 years
- Minority students: 60%
- Students receiving financial aid: 85%

Objective:

This position serves several important purposes within the admissions area including front-line customer service, significant phone calling, assist in updating of the admissions social networking, and management of the admissions prospect list. Specifically, the Prospect Outreach Coordinator shall:

Duties and Responsibilities (may include):

1. Welcome prospective students, families, and other visitors; scheduling and confirming appointments.
2. Assist in input and processing of data including prospect information and applications into the CAMS student information system; Ascertain what information and/or documentation is necessary to complete each student's admissions file and informing the applicants as appropriate.
3. Assist the Admission staff in contacting prospects, a list of over 3000 students, to provide them with enough knowledge about BFIT and guide them through submitting an application to the College.
4. Schedule and interview all applicants and document interviews in the admissions database system.
5. Assist with the update of the College's social networking and media pages, included, but not limited to Facebook.
6. Receive incoming telephone calls and manage general admissions e-mail box; maintain event RSVP responses and confirmations; receive and distribute mail.
7. Assist counseling staff, and other members of the BFIT community with organizing and shipping recruitment materials.
8. Keep current on all aspects of admissions, academic programs, special services, financial aid policies and procedures, facility usage, communications/marketing, direct mail including postal regulations, electronic communications, social networking and media, Institute policies, mission and philosophy.
9. Conduct campus tours for visitors after normal work hours
10. Perform other duties as assigned.

Skills and Abilities:

Qualified candidates possess excellent oral and written communications skills and have the ability to work in a fast-paced environment; the ability to multi-task; and pay special attention to detail. The candidates should also feel comfortable making high volume phone calls. Candidates should have working knowledge and capacity to utilize technology programs including Microsoft Office, database administration, and Internet and e-mail software packages. He/she should also have the ability to utilize new software and technologies as need. Fluency in Spanish and/or Cape Verdean Creole would be a plus. A sense of humor is a requirement.

Applicants who may not exactly meet these qualifications are encouraged to describe in writing why they would nonetheless contribute substantially to the success of the college and would carry out the requirements of the job.

Compensation:

- Pay for one (1) professional association membership per year. Only the following professional associations will apply:
 - New England Associations for College Admissions Counseling (NEACAC)
- Pay for one (1) regional conference per year (up to \$350). Only the following conferences will apply:
 - New England Associations for College Admissions Counseling (NEACAC)
- **Class credit needs to be discussed and negotiated with your academic department**

Qualifications:

Bachelors Degree and enrollment in a Masters program in Higher Education, Education, Counseling, or related field is required. Prior experience in admissions and/or customer service is preferred.

To Apply:

Interested applicants should send resume and cover letter via email to:
Marvin Loiseau, Associate Dean of Admissions at mloiseau@bfit.edu