

Tai Sophia Institute

Job Listings

Post Date: 7/05/11
End Date: Until Filled

Admissions Counselor

Founded in 1974, Tai Sophia Institute is a leading center for wellness-based education, client care, and public policy discourse. Accredited by the Middle States Commission on Higher Education, the Institute offers master's degree programs in Acupuncture, Nutrition and Integrative Health (new – launching in Fall 2011), Herbal Medicine, and Transformative Leadership and Social Change; graduate certificates in Chinese Herbs, Health Coaching, Herbal Studies, Medical Herbalism, Transformative Leadership, and Wellness Coaching; as well as community workshops and continuing professional education programs. Moving toward university status, Tai Sophia Institute is developing several new academic programs.

Tai Sophia Institute is seeking a full-time Admissions Counselor who is motivated by achieving success and helping students realize their academic goals. This position reports to the Director of Admissions. The position is full-time (35 hours weekly), with some evening and weekend attendance required.

Responsibilities/Duties include, but are not limited to:

- Serve as the first point of contact and ambassador for all prospective students, including responding to inquiries about academic programs
- Develop a broad understanding of all graduate programs, as well as other Institute offerings
- Educate and support applicants in achieving their career and professional goals by presenting all relevant enrollment options, and, when necessary, refer applicants for further counseling to Academic Program Directors/Managers
- Assess applicants to determine qualifications for admission
- Assist and track prospective students through all stages of the admissions process
- Process all application documents and regularly communicate with applicants about their status
- Create and maintain prospective student and applicant records
- Maintain accurate and current data regarding prospects, applicants, and accepted students
- Coordinate, conduct, and attend on- and off-campus recruitment events, including campus tours, interviews, open houses, graduate fairs, and program related workshops
- Create admissions materials, including handouts, letters, forms, checklists, e-mail templates
- Coordinate activities and special projects related to enrollment
- Collaborate with other departments within the Institute, including Academic Programs and Student Services, to ensure an exceptional student experience
- Promote growth in graduate enrollment consistent with best practices in enrollment management and the mission, vision, and overall institutional strategic plan
- Prepare and maintain admissions/enrollment progress reports as required

Qualifications:

REQUIRED:

- Bachelor's degree
- Willingness to embrace the mission and values of Tai Sophia Institute
- Customer service or sales experience
- Ability to work with a wide range of people and demonstrated commitment to diversity



**Tai Sophia
Institute**

7750 Montpelier Road
Laurel, MD 20723
Phone: 410-888-9048
Fax: 410-888-9004
www.tai.edu

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- Ability to efficiently and effectively solve problems and initiate and implement projects independently
- Ability and willingness to maintain a positive attitude that will promote a healthy cultural climate in the Admissions Department and a welcoming presence for prospects, applicants, students, and colleagues throughout the Institute
- Ability to organize, plan, contribute ideas to evaluate and improve processes when needed, and work cooperatively within a team
- Ability to work efficiently, effectively, and independently, and to organize workflow, set priorities, and thrive in a fast-paced environment
- Ability to learn new information quickly
- Flexibility in adapting to new processes
- Excellent verbal, writing and interpersonal skills for phone, in-person, and electronic communication
- Intermediate experience using Microsoft Office software and student information databases

PREFERRED:

- Experience working in a higher education institution
- Experience working in admissions/enrollment management in a higher education institution

Interested candidates should forward their resume, letter of interest, including salary requirements, and the names of three professional references via email to Human Enrichment at jobs@tai.edu, referencing "Job # 1114" in the Subject Line. No phone calls, please.



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Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. The Institute is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. EOE