



Admission Counselor

The Admission Counselor is part of the team responsible for effective communication with prospective students, their families, school counselors, independent counselors and other external constituents, with the goal of enrolling students who are a good fit for Sterling College.

This Admission Counselor is responsible for the development and recruitment of Sterling's Outdoor Education and Ecology majors, as well as general recruitment for the college.

The Admission Counselor reports to the Dean of Admission and Financial Aid.
The Admission Counselor will:

- Represent Sterling College to prospective students and their families, guidance counselors, independent consultants, and other external constituents.
- Travel, as needed and planned, to represent Sterling College at national, regional, and local college fairs, special events and high schools, primarily, but not limited to the fall and spring.
- Develop and maintain connections with students in assigned caseload via various electronic means, school visits, telephone and in writing.
- Interview and counsel prospective students and families regarding admission and financial aid.
- Review admission files and recommend action.
- Conduct campus tours and present to groups as needed.
- Stay current with academic offerings, the financial aid process, campus events and college policies.
- Participate in the planning, coordination and execution of recruitment strategies that may include on-and off-campus recruiting events and recruitment communication such as publications, direct mail campaigns and various electronic means.
- Be present at Sterling community events such as academic presentations, new student arrival days, weekly community meetings and annual celebrations.
- Be personally and/or professionally invested in outdoor recreation, education, ecology, and/or adventure recreation to create partnerships with students and organizations to develop a strong funnel for Sterling's Outdoor Education Major.
- Attend professional development activities as directed.
- Perform other duties determined by the Dean of Admission to be beneficial to Sterling College.

Qualifications

Requirements include:

- Bachelor's degree;
- Excellent interpersonal, public speaking and writing abilities;
- Ability and willingness to work as part of team as well as independently;

- Working knowledge of computer software (Google Apps, etc.) and database work generally;
- Working knowledge of social media;
- Valid driver's license;
- Ability to participate in recruitment travel 6-8 weeks per year;
- Occasional evening and weekend hours;
- 2-3 years of recent College Admission experience preferred;
- Graphics and design experience helpful;
- Personal passion for the natural world, adventure, recreation, education, and inclusion.

Working Conditions & Physical Demands

This position is located in Craftsbury Common, VT, with some options to work locally, but remotely. The position requires travel 40% of the time, with trips up to 3 weeks in the recruitment season. The Candidate must have a valid drivers license and reliable transportation. The position requires extended periods at the computer, on the telephone, or operating other office machines. The candidate must have access to a reliable and consistent internet connection.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Application Instructions

Please submit a resume, cover letter, and information for three references as a single PDF document to admission@sterlingcollege.edu. References will not be contacted without candidate permission. Position remains open until filled.

Diversity Statement

Sterling College - its Board of Trustees and Faculty Council - has adopted a detailed ten-year [strategic initiative](#), with grant support, that is intended to better promote equity and inclusion across all of its academic programs and in all of the locations in which they take place. Sterling College acknowledges that the land on which its students, faculty, and staff gather is the traditional and unceded territory of the Abenaki and the Shawnee people. These words are offered as a reminder; we strive to match them with acts of respect and repair.

About Sterling College

Founded in 1958, the College was a pioneer of the idea that neither the narrow technician nor the uninformed idealist alone can address the issues facing humanity and is one of only nine federally recognized work colleges. Sterling's transdisciplinary oriented faculty of 18 serves a student body of 125 residential students on its campus in Craftsbury Common, Vermont, and our instructional site in Port Royal, Kentucky. While the College is poised for growth in the number of programs and the population of students it serves, we are intentionally one of the smallest residential colleges in the nation and view our 7:1 student to faculty ratio and small classes as important strengths.

Sterling College is an equal opportunity employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of TitleVII. Sterling College prohibits discrimination against employees, applicants for employment and students

on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, gender identity or expression, or veteran status.