



FLETCHER TECHNICAL COMMUNITY COLLEGE

Enrollment Counselor

The enrollment counselor will be involved with current and potential students' educational records (including all aspects of admissions, financial aid, and registrar) and counsel the student on their next steps in the enrollment process while delivering the highest level of customer service. The enrollment counselor will be organized and detail-oriented and will work in a collaborative and fast-paced team environment. The incumbent must function in accordance with the philosophy and mission of the College.

- Assists the Director of Admissions with various admissions processing functions in accordance with LA Board of Regents, LCTCS System, and college policies, including but not limited to: processing admissions applications and receiving, entering and verifying admissions documents.
- Counsels and responds to prospective and current students/families regarding the admissions process, financial aid eligibility, aid programs, packaging policies, and financial planning.
- Assists with the development and implementation of a recruitment communications program; conducts recruiting for the college and conducts campus tours for prospective students.
- Provides presentations on enrollment and financial aid to student groups, parents, other College staff, and external groups such as high school, community based organizations, and others requesting presentations.
- Advises and assists students by providing in-depth financial aid information to students and/or their parents concerning the Free Application for Federal Student Aid (FAFSA) and online FAFSA on the Web applications.
- Assists students with successfully completing the financial aid process.
- Processes and reviews students' academic records and financial aid appeals.
- Works with the Executive Director of Enrollment, Assistant Director of Enrollment, Registrar, and Dean of Student Affairs to ensure that admissions, financial aid, and registrar operations are conducted in the most effective and efficient manner possible.
- Assists with other projects as needed and other duties as assigned by supervisor.

Qualifications: Bachelor's degree required. Excellent communication and counseling skills; detail oriented; ability to organize and manage multiple projects while working in a fast-paced office environment; experience working with Microsoft, websites, etc.; positive attitude, patience, high energy, enthusiasm for helping others, and team player; limited travel may be required as well as working some evenings and weekends. Working knowledge of Banner preferred.

Reports To: Executive Director of Enrollment

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:

Director of Human Resources (985)448-7929 or (985)448-7930
1407 Highway 311
Schriever, LA 70395

Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

hr@fletcher.edu

or

**Fletcher Technical Community College
Human Resources
1407 Highway 311
Schriever, LA 70395**

Application Instructions can also be located at www.fletcher.edu under Employment.