



JOB DESCRIPTION

TITLE: Transfer Admissions Counselor-Tri Cities

DEPT: Office of Admissions

REPORTS TO: Executive Director of Admissions

FLSA: Non-Exempt

SALARY: \$40,000-\$50,000

POSITION SUMMARY:

The Transfer Admissions Counselor is responsible for recruiting, advising, and supporting prospective transfer students through the admissions and enrollment process at Heritage University. This position serves as a primary point of contact for students transferring from community colleges and other higher education institutions, providing guidance on admissions requirements, transfer credit processes, financial aid resources, and academic program options.

The Transfer Admissions Counselor develops and maintains strong relationships with partner colleges, community organizations, and prospective students to support enrollment goals and promote Heritage University's mission and values. This role requires strong communication skills, relationship-building abilities, organization, and a student-centered approach while representing the university in a positive and professional manner both on and off campus.

DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in a professional, welcoming, and positive manner while upholding the university's mission and values. Provides outstanding customer service and effectively interacts with prospective students, current students, families, faculty, staff, alumni, and community members from diverse backgrounds.
2. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
3. Recruit exceptional students for associate, bachelor's, master's degree and certificate programs from high schools, businesses, industries, and the community, with a primary focus on students transferring from other colleges and universities.
4. Communicate consistently and effectively with prospective students and their families in person and via phone, email, text messaging, printed media, and the internet.
5. Meet quantitative and qualitative departmental goals for inquiries, applications, admitted and enrolled students.
6. Work aggressively in the community to increase public awareness of Heritage University programs, success stories and opportunities.
7. Independently manage recruitment and student support efforts at Columbia Basin College (Pasco) 2-3 times a week.
8. Represent the university at career fairs, professional conferences, and trade shows.
9. Initiate, develop and maintain partnerships with community colleges, agencies, medical facilities and other organizations to facilitate and enhance student recruitment.
10. Work collaboratively with colleagues in financial aid, advising, registrar and other campus offices to ensure a consistent and smooth transition from applicant to student.
11. Assist prospective students with admission processes from the inquiry stage through the admitted stage – including the initial Free Application for Federal Student Aid (FAFSA) and Washboard scholarship service.
12. Collaborate with assigned Student Ambassador to support recruitment events and presentations. In addition, report to The Director of Admissions the Ambassador work activities/time accountability.

13. Verify student credentials are complete for consideration by admissions committees.
14. Establish and maintain a dynamic, cooperative relationship with program chairs and faculty in areas of transfer programs.
15. Establish and maintain professional network with Heritage University administrators, deans, directors, etc.
16. Develop initiatives that will contribute to annual enrollment goals for inquiries, applicants, and accepted students.
17. Maintain a detailed knowledge of degree programs, including requirements, curriculum, policies and procedures, student and faculty accomplishments and general knowledge about Heritage University.
18. Perform other duties as assigned by Director of Admissions.

KNOWLEDGE, SKILLS, AND EXPERIENCE:

- Bachelor's degree required.
- 3-5 years' experience working with low-income, first generation and/or students with disabilities required, in higher education preferred.
- Demonstrated experience working in higher education programs serving diverse students preferred.
- Requiring strong autonomy, self-direction, and the ability to operate effectively without direct, on-site supervision.
- Extraordinary interpersonal skills; must be able to effectively communicate with a wide range of populations throughout the day, including traditional and nontraditional students, families, school staff and administrators, and business and community leaders.
- Experience working in a professional setting with demonstrated ability to manage a high volume of tasks simultaneously.
- Team-oriented approach and desire and ability to work closely with peers.
- Sensitivity to working in a multicultural setting is imperative.
- Able to use multi-line phone system, computer, and Microsoft Office suite required, knowledge of Jenzabar student information system and JRM a plus.
- Bilingual/biliterate/bicultural in English/Spanish is preferred.
- Professional dress required.

BENEFIT PACKAGE (*benefit eligible is at least .75 FTE*):

- Health Benefits - medical, dental, and vision
- No cost life insurance
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program- 6 month waiting period
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE:

Applications-Required information please include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application Link: [HU Application](#)

Review of *complete applications submitted*, with the listed above, will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or
Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and comply with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action