



Admissions Counselor

Columbus College of Art & Design is looking for 1 full-time Admissions Counselor (at entry level). Under the supervision of the Vice President of Enrollment Management and senior Admissions staff, Admissions Counselors are responsible for implementing recruitment strategies as they relate to undergraduate students. They represent and present CCAD's academic programs to prospective students, parents, teachers, and counselors regionally, nationally, and internationally. They must have the ability to communicate effectively with people of diverse backgrounds and socioeconomic and educational levels and skills by using a variety of interpersonal strategies to interact appropriately in situations ranging from large meetings to individual appointments. This position is year-round and requires travel in the fall and spring as well as some evenings and weekends. Admissions Counselors must demonstrate a strong knowledge of the visual arts, and have a commitment to arts-based education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Represents CCAD at recruitment events on and off campus including National Portfolio Days, College Days, and college fairs at high schools and community colleges.
- Represents the quality and scope of an art and design education at CCAD to high school and community college art classes and guidance/career centers, prospective students, parents, and the general public.
- Speaks publicly to groups on and off campus about CCAD's academic programs, admissions requirements, tuition, and basic financial aid information.
- Serves as the primary contact for prospective students. Counsels prospective students and families regarding the admissions process and the opportunities that the college presents.
- Develops and maintains relationships with prospective students, art educators, high school counselors, and others as directed.
- Contacts and follows up with all inquiries received through email, website requests, college fairs, school visits, phone, social media, etc.
- Works to complete all assigned undergraduate admissions files from applicants in a timely manner. Track applicants from initial contact through acceptance to attendance in classes.
- Sends all admissions-related correspondence to applicants in a timely manner and follows up with applicants to make sure all material has been received and understood.
- Conducts campus tours for prospective students, visitors, and group tours.
- Works with the CCAD Financial Aid Office to help assist with the awarding of scholarship funds and to explain financial aid processes.
- Tracks and submits individual travel receipts in accordance to CCAD's travel policy.
- Schedules visits to designated high schools, community colleges, and community-based organizations.
- Plans travel details associated with implementing the recruitment program.
- Participates in the review of applicant files to determine eligibility for admission.
- Responsible for achieving assigned enrollment goals.
- Assists in the planning and implementation of various Admissions-related events and activities.
- Performs other duties as assigned.

QUALIFICATIONS

Must be able to satisfactorily perform each essential duty listed above. Additional qualifications include:

- A valid driver's license and exemplary driving record
- Strong written and verbal skills
- Ability to set priorities that accurately reflect relative importance of duties
- Time management skills
- Ability to work independently within a team
- Pro-active, creative problem solving approach
- Position will require travel and varied working hours including some evenings and weekends
- Proficiency in Microsoft Outlook, Word, and Excel;

EDUCATION & EXPERIENCE

BFA in art or design-related field is required. Admissions Counselors: 1-2 years of experience in higher education or related field is desired but not required.

HOW TO APPLY

Visit <https://ccad.applicantpro.com/jobs/> and submit your application. If you're applying from any other site other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process otherwise your application will be considered INCOMPLETE.

Resumes will be accepted until the position is filled.

CCAD Vaccination & Booster Requirement Notice

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at humanresources@ccad.edu.

***CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification..**

About CCAD:

[Columbus College of Art & Design](#) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's [Presidential Commission on Diversity, Equity & Inclusion](#) works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at ccad.edu.

About Columbus:

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

EEO Statement:

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.