



## **Student Admissions Counselor \* Delaware Valley Job Corp Callicoon, NY**

**Overview:** The Delaware Valley Job Corp is seeking a Student Admissions Counselor in Callicoon, NY. The Student Admissions Counselor is responsible to:

- Assist with outreach to, and recruitment of, eligible students.
- Assist with presentations to local High Schools, One Stops, and other community organizations.
- Assist with orientation sessions and presentations.
- Conduct tours of campus for prospective students and parents/guardians.
- Assist with contacting and documenting initial communication with Online Prospects.
- Conduct prearrival calls and support new student welcome activities.
- Support new student retention through pre-90-day focus groups and assisting with outreach to students in an unauthorized absence status.

**Requirements:**

- Bachelor's degree or associate's degree with 2 years of relevant experience
- Valid NY State Driver's License
- Reference Check

**Skills Required to perform the job:**

- Positive Attitude - Strong Interpersonal Skills
- Communication
- Clerical Skills
- Organizational Skills - Detail oriented

**Shift, Salary, and Benefits:** This is a Full-time position, Monday-Friday, First Shift, \$58,458.00 Yearly. Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement.

**To apply:** contact Deirdre Stawowy by emailing [stawowy.deirdre@jobcorps.org](mailto:stawowy.deirdre@jobcorps.org), by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.