Transfer Admissions Counselor
The University of Tennessee Southern

GENERAL RESPONSIBILITIES

The Transfer Admissions Counselor is primarily responsible for the recruitment of all transfer students as well as working with the nursing school to ensure growth of the nursing school at UT Southern. Responsibilities include outreach recruitment duties, hosting prospective student guests on campus, and assisting interested students the entire way through their application and admissions process. The counselor is also tasked with building bridges between UT Southern and local constituents to raise awareness, among advisors at local institutions, of the opportunities available to students at UT Southern.

SPECIFIC RESPONSIBILITIES

1. Recruit transfer students to UT Southern through college fairs, group presentations, personal interviews, campus tours, phone contacts and written correspondence.

2. Develops strategic relationships within the community, specifically at the local feeder schools, to further develop UTS’s ability to recruit and retain local students.

3. Performs regular visits at feeder schools and community colleges to meet with interested students and Transfer Center personnel, where applicable.

4. Builds relationships with local community college transfer counselors to update information, communicate process for students transferring to UTS, and share opportunities available to students at UTS, such as transfer-specific scholarships.

5. Advocates for students inquiring and applying to UTS.

6. Coordinate recruitment opportunities for transfer students.

7. Maintains regular contacts with every student on assigned roster to assist with completion of the application process to include:
   a. Phone calls to applied, accepted, and confirmed students and parents.
   b. Financial aid estimates and discussion regarding offer of financial assistance.

8. Provides counseling for academic offerings for prospective students.

9. Interfaces as necessary with various offices on campus to facilitate information regarding student files, transfer issues and admission decisions.

10. Participates in admissions events involving student recruitment and orientation.

11. All other duties assigned by the Director of Admissions and Associate Vice Chancellor for Enrollment.