



May2024

Job Posting

Admissions Counselor

About SEA: Sea Education Association (SEA) is a non-profit educational institution and an internationally recognized leader in undergraduate ocean education. Since 1971, SEA has educated undergraduate, high school and gap year students about the world's oceans through its Boston University accredited study abroad program, SEA and other programs. SEA is located on Cape Cod in the oceanographic research community of Woods Hole (Falmouth) and owns and operates two sailing research vessels: the SSV Corwith Cramer in the Atlantic Ocean and the SSV Robert C. Seamans in the Pacific.

SEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ candidates. SEA is committed to the development of a multicultural environment. We value input of multiple viewpoints and perspectives across the organization; our goal is to create an academic and working community that is rich with cultural, social and intellectual diversity.

Overall Responsibilities

The Admissions Counselor plays a vital role on the enrollment team for SEA's undergraduate, gap year, and high school programs. This position is responsible for effective front-line communication with prospective students and families, processing and coordination of all application materials, and administrative duties associated with the admissions process. The Admissions Counselor works with the Admissions Manager and the institutional relations team to ensure a smooth and effective transition from inquiry and application management to file review and enrollment.

Major Tasks

- This position will require approximately 2-4 weeks of travel per semester, including travel to Woods Hole, study abroad fairs, and potential site visits
- Serve as a main point of contact for prospective SEA students, providing individual communication throughout the inquiry, application, and enrollment process
- Respond to phone calls, emails, texts and other inquiries in a timely manner
- Advise students on program choice and admissions requirements

- Proactively reach out to prospective students to encourage them to complete their application
- Coordinate data management efforts to ensure application materials are uploaded and student files are updated in a timely manner
- Review incoming materials for completeness and accuracy
- Track and fulfill individual mailing requests for print materials to students, faculty, and other contacts
- Assist the Admissions Manager in conducting student interviews
- Work with the alumni coordinator to facilitate SEA alumni outreach with prospective students.
- Provide valuable insight to the enrollment team during the file review process to support timely, fair, and consistent admissions decisions
- Partner with the enrollment and marketing teams to find innovative and effective ways to communicate SEA's mission and values to prospective students
- Other duties as assigned

Qualifications

- € Bachelor's degree
- Enthusiasm for the mission and vision of SEA
- Experience working in an admissions office and/or personal study abroad/off-campus programs experience, preferably in a field-based or experiential learning setting
- Effective written and verbal communication skills with a wide variety of audiences
- Ability to represent SEA programs in a professional and compelling manner
- Excellent organizational and multitasking skills
- Ability to work both independently and as part of a team
- Proficiency with data systems and attention to detail
- Dedication to SEA's emphasis on diversity, equity, and inclusion
- Valid driver's license with a clean driving record

Physical Requirements

- Ability or acceptable accommodation to receive and respond to telephone calls, emails, and texts
- Other possible physical requirements:
- Ability to lift or maneuver up to 50 pounds, continuously stand or walk and bend, squat, and climb stairs
- Ability to travel occasionally by air and/or ground to represent SEA

Benefits and Compensation

The salary for this position is \$43,000. SEA offers a full benefits package which includes health, dental, and vision coverage; life insurance; retirement plans; Aflac; flexible spending accounts; and generous vacation/sick/personal time and holidays. This position enjoys a 4-day work week with Fridays off. You may be required to work on an occasional Friday, evening, or weekend. This position has the potential to be classified as hybrid or remote within the contiguous U.S.

How to apply:

Please submit resume, cover letter and three professional references to admissionscounselorsearch@sea.edu. Applications will be accepted until the position is filled.