



Job Description
Enrollment Counselor

Reports to: Dean of Enrollment and Strategic Initiatives

Job Summary:

The Enrollment Counselor will collaborate with admissions and the marketing staff to support the operations of the Law School's admissions office. This role involves managing the admissions process, including file review, completing applications, and handling inquiries via phone and email. The counselor will also assist with event planning, including admitted student events and orientation and support the Student Ambassador Program, Mentorship Program, and Sandra Day O'Connor (SDOC) Honors Program.

Essential Duties and Responsibilities:

- Review and evaluate JD and LLM application files to ensure completeness and adherence to the Law School's admissions standards.
- Assist prospective JD and LLM students by providing information on program offerings, requirements, and scholarships.
- Complete application files by following up with applicants to obtain necessary documents and information.
- Answer phone calls and respond to emails from prospective and current students, providing clear and accurate information about admissions.
- Provide support for the SDOC Honors Program and the Student Ambassador and Mentorship Programs, including engaging with prospective and current students for these various programs.

- Provide guided tours of the Law School, showcasing facilities, highlighting key programs, and sharing information about campus life to prospective students and their families.
- Help plan, execute, and participate in events such as admitted student events and orientation.
- Maintain confidentiality and security of student records according to federal guidelines and university policies.
- Ability to maintain student information confidentiality and data security
- Other duties as assigned.

Qualifications and Skills:

The successful candidate will have the following necessary qualifications, skills, and knowledge:

- Outstanding organizational skills.
- Ability to juggle multiple projects and prioritize tasks.
- Attention to detail.
- Ability to take the initiative in managing projects and problem-solving skills.
- Ability to collaborate with administrators, faculty, and staff throughout the Law School.
- Proficiency in Microsoft Office (Word, Excel, Outlook), internet, and website software in a Windows environment.
- Strong customer service skills, with experience handling phone and email inquiries effectively.
- Strong written and verbal communication skills.

Familiarity with applicant tracking software and CRMs used by admissions offices and a willingness to learn how to manipulate and read large datasets.

Education and Experience:

- Bachelor's degree required.
- Minimum of 1 year of work experience in admissions, financial aid, or higher education preferred.

New England Law | Boston offers competitive salaries and generous benefits, including health and dental, life insurance, long-term disability, and a generous retirement plan. Applications will be reviewed immediately and continue until the position is filled. **Please email your cover letter and resume to jchalmers@nesl.edu.**

It is the policy of New England Law | Boston to provide equality of opportunity for all persons, including faculty and employees, with respect to the hiring, continuation, promotion, and tenure, and any other terms or conditions of employment, without discrimination on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender (including identity and expression), genetic information, military service, age or disability. The law school complies with all applicable federal, state, and local nondiscrimination laws, including Title IX.