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| **Job Title:** Admission Counselor (Recurring 10 Month Position) | **FLSA Classification:**  ☐Exempt   * Nonexempt |
| **Reports to:** Director of Admissions | **Location:** |
| **Department: Office of Admission** | **Division:** |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade:318** |

**PRIMARY PURPOSE OF POSITION**

Communicate the university's academic and scholarship programs to prospective students, parents and high school representatives for the purpose of counseling and recruiting qualified undergraduate students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Strategically manage the recruitment efforts in an assigned geographic territory.
* Provide marketing plan for territory, and produce frequent progress reports.
* Identify qualified students through high school visits, personal interviews, and direct mail follow up.
* Review applicant files for admission and scholarships and recommend decisions to the dean.
* Monitor students' progress from inquiry stage through initial enrollment.
* Participate in event planning and related recruitment projects.
* Perform other duties as required

**QUALIFICATIONS**

* Bachelor's degree required; Master’s degree helpful.
* Experience working in the field of selective college admission or at least two years of professional experience in recruiting or higher education preferred.
* Candidates must demonstrate strong oral/written communication, interpersonal, and organizational skills.
* Experience making group presentations.
* Must work effectively with a diverse student population.
* Personal computer experience required.
* A valid driver’s license and an acceptable driving record required.
* Ability to comply with workplace guidelines and attendance requirements.
* Successful completion of an employment and/or criminal history background check required.

**WORKING CONDITIONS**

**SCHEDULE**: Generally, the hours for this non-exempt position are Monday through Friday, 8:30am – 5pm, but the incumbent must be flexible to meet the department’s needs.

**PHYSICAL REQUIREMENTS**

Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISION RECEIVED**: Direct supervision is from the Director of Admissions.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION EXERCISED**: General supervision over student workers.

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
* Has knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |