

JOB TITLE: ADMISSIONS COUNSELOR (RECURRING 10 MONTH POSITION)

Grade:

REPORTS TO: Director of Freshman Admissions

BASIC FUNCTION: 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.

QUALIFICATIONS: Bachelor's degree required; Master's degree preferred. Experience working in the field of selective college admission or at least two years of professional experience in recruiting or higher education preferred. Must demonstrate strong oral/written communication, strong group presentations, interpersonal, and have organizational skills. Must be able to travel for occasional prolonged periods of time as well as possible weekends away from Austin. Must possess an unencumbered driver's license and the ability to successfully pass a criminal background check.

GENERAL 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.
- Other duties as assigned.

SCHEDULE: Generally, the hours for this non-exempt position are Monday through Friday, 8:00am – 5pm, but the incumbent must be flexible to meet the department's needs. This is a recurring 10 month position beginning in mid-July and running through mid-May of each year.

OCCUPATIONAL GROUP: Professional/Non-Exempt

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

SUPERVISION EXERCISED: General supervision over student workers.

PHYSICAL REQUIREMENTS: The expectations listed below are representative of the abilities that may be needed to fulfil duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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.

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.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
- Adhere to the policies and procedures established by St. Edwards University.

I have read and understand my job description and acknowledge that the University reserves the right to change or reassign job duties or combine positions at any time. I also understand that this job description does not imply an employment contract and the University may exercise its employee-at-will rights at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____