



### **POSITION DESCRIPTION**

**JOB TITLE:** Admission Counselor

**REPORTS TO:** VP of Enrollment

**DEPARTMENT:** Enrollment Services

**START DATE:** Immediately

**CLASSIFICATION:** Full Time Staff

**SALARY:** Negotiable

*Temporary position for a year+ beginning August 2020*

#### **General Function:**

The Admission Counselor will serve as a member of the Enrollment Services team and reports directly to the Vice President of Enrollment Services. The Admission Counselor is responsible for the recruitment of qualified students for Andrew College, working in compliance with relevant institutional, state, and federal regulatory requirements.

#### **Duties and responsibilities include, but are not limited to, the following:**

- Represent Andrew College at college fairs, during high school visits and at other recruiting functions in a positive manner
- Inform prospective students and their families about Andrew College's programs and opportunities.
- Develop a positive working relationship with families.
- Guide prospective students and their parents through the admission and financial aid processes.
- Communicate with prospective students through the use of the telephone, e-mail, text messages and appropriate social media outlets
- Work with academic divisions and athletic coaches to find opportunities for engagement of prospective students by their academic, athletic and performance interests
- Monitor student progress during the admission and financial aid processes
- Offer positive assistance to families during the financial aid process
- Assist in the planning of on-campus recruiting events including Preview Days and campus tours for individual prospective students and student groups
- Utilize information from Empower, College Board and other data sources to create territory reports for use in recruiting prospective students
- Serve on campus committees as requested
- Other duties as assigned by the Vice President of Enrollment Management

#### **Minimum Requirements:**

- Associate Degree required/Bachelor's Degree preferred
- Excellent oral and written communication skills
- Strong organizational and interpersonal skills
- Competency with Microsoft Office suite of products and e-mail
- Good data analysis skills
- Valid driver's license

- Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

***Working Conditions:***

- General office environment
- Travel (sometimes overnight) required
- Capable of lifting 25 pounds
- Some evenings and weekend work required

**Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to:**

**[www.andrewcollege.edu](http://www.andrewcollege.edu)**

**Jennifer Mitchell, Director of Human Resources**

**[hr@andrewcollege.edu](mailto:hr@andrewcollege.edu)**

*Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.*

*Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.*