



**JOB TITLE: Program Assistant for AndrewServes/Admission Counselor**

**REPORTS TO: Director of AndrewServes/Vice-President of Enrollment Management**

**DEPARTMENT: Academic Affairs/Enrollment Services**

**START DATE: Immediately**

**CLASSIFICATION: Full-time Staff**

**SALARY: Negotiable**

**General Function:**

Assist the AndrewServes Director in all aspects of the program as requested, with special attention given to community service projects, recruiting students, and program finances. Recruit qualified candidates, including AndrewServes candidates, to attend Andrew College.

**Duties and Responsibilities (AndrewServes):**

- Assist in developing and coordinating service projects for all students, faculty and staff at Andrew College and maintain accurate service records for the college and students in the program.
- Assist in recruitment of students to participate in the Servant Leader Scholar program.
- Assist the AndrewServes Director and Andrew College Business Office in monitoring and reconciling the AndrewServes budget, and dispense and secure all program equipment and materials.
- Promote AndrewServes and publicize program events throughout the 5 county service area and assist in preparing materials for workshops, service projects and leadership courses.
- Assist in maintaining positive relationships with individuals, schools and agencies served by the program.
- Assist with other related responsibilities and duties of the AndrewServes office as assigned by the AndrewServes Director.

**Duties and Responsibilities (Admission Counselor):**

- 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 and develop a positive working relationship with families; offer positive assistance to families during the financial aid process.
- Guide prospective students and their parents through the admission and financial aid processes; monitor student progress during the admission and financial aid processes.
- Communicate with prospective students through the use of the telephone, email, text messages, and appropriate social media outlets.
- Work with academic divisions, AndrewServes, and athletic coaches to find opportunities for engagement of prospective students by their academic, service, athletic, and performance interests.
- 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.
- Assist with other related responsibilities and duties of enrollment management as assigned by the Vice-President of Enrollment Management.

**Minimum Requirements:**

- Bachelor's degree preferred in education, communication, or related field.
- Competency with Microsoft Office suite of products and email.
- Excellent oral and written communication skills; strong organizational and interpersonal skills.
- 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:**

Office environment with minimum 25 lbs. lifting required. Late afternoon, evenings, and weekend work required as needed. Travel (sometimes overnight) 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.*