



**JOB TITLE: Regional Admission Counselor (Metro Atlanta Area)**

**REPORTS TO: Vice President of Enrollment Management**

**DEPARTMENT: Enrollment Services**

**START DATE: Immediately**

**CLASSIFICATION: Full Time Staff**

**SALARY: TBD**

**General Function:** The admission counselor's role is to recruit qualified candidates to attend Andrew College.

**General Duties and Responsibilities:**

- 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, meeting software 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, Fireworks 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

**General Requirements:**

- Bachelor's degree
- Excellent oral and written communication skills
- Strong organizational and interpersonal skills
- Self-motivated
- Must be able to work with little direct oversight
- Competency with Microsoft Office suite of products and e-mail
- Good data analysis skills
- Valid driver's license
- Requires for the applicant to live or re-locate to the Metro Atlanta area

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

**Working Conditions:**

- Primarily working out of a home office
- 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: <https://www.andrewcollege.edu/employment-opportunities/>  
Jennifer Mitchell, Director of Human Resources [hr@andrewcollege.edu](mailto:hr@andrewcollege.edu)**

*The review process will begin immediately and will continue until the position is filled.*

*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.*