

JOB DESCRIPTION

Title: Admissions Counselor	Division/Program:
Department: Admissions	FLSA Status: Nonexempt (20 hrs/wk)
Reports To: Director of Admissions	Supervises: N/A

SUMMARY The Admissions Counselor provides primary support to prospective students by: connecting them with relevant faculty/staff persons who can address their interests/needs; providing logistical support to applicants; identifying, traveling to, and staffing United admissions events at undergraduate institutions and other recruitment venues as appropriate; and supporting all admissions-related needs impacting United. The Admissions Counselor also represents United to the broader public at recruitment and sponsorship events.

ESSENTIAL RESPONSIBILITIES

1. Reach out to prospective students in the initial stages of inquiry.
 - a) Log information about prospective student contacts in HubSpot.
 - b) Send emails and make phone calls to connect prospective students to appropriate faculty/staff persons at United.
 - c) Stay updated on all United degree program offerings.
 - d) Attend United-sponsored events and recruitment conferences to market degree program offerings.

2. Establish and maintain new networks of prospective student engagement.
 - a) Work with admissions staff to identify events that will add to a more diverse, qualified applicant pool to United degree program offerings.
 - b) Meet with community stakeholders whose constituencies overlap with those who would make dynamic United students.
 - c) Assist Associate Director of Admissions with tasks related to the Student Ambassador program.

3. Participate with United staff and faculty in cooperative efforts.
 - a) Attend staff meetings and training events.
 - b) Provide leadership for events and new student orientation as requested.
 - c) Work closely with United faculty/staff in recruiting and communicating with prospective students.

4. Assist with the development of copy for admissions materials.
 - a) Work with the Director of Marketing to provide text for publication via social media, website, and/or hard copy handouts.
 - b) Assist with the revision of the catalog and related materials.
 - c) Assist with the revision of admissions forms and information.

JOB SPECIFICATIONS

Desired Education and Experience

- Bachelor’s Degree is required.
- 2-3 years of experience in Admissions departments, organizing, recruiting for companies or campaigns is preferred. Preference will be given to experience in higher education and justice- or service-oriented settings.
- Customer service experience is strongly preferred.
- Excellent verbal and written communication skills.
- Second language proficiency is desired.

Knowledge, Skills and Abilities

- Hospitable presence.
- Awareness of self.
- Technology skills including Microsoft Office on Windows OS. Previous experience with HubSpot and/or other CRM databases is strongly preferred.
- Creative, innovative, and able to work independently and with a team.
- Commitment to theological education required and openness in learning about Christian history in the United States.
- Theological understanding of basic religious concepts is desired. Applicant must be open to and comfortable in pluralistic religious contexts. Applicant must be open to learning language steeped in religious meaning and being in contexts that are unfamiliar or that may not coincide with one’s own personal religious or non-religious beliefs.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB

Applicant must be able to:

- Hear and speak English in order to use the telephone and communicate with prospective students and staff in an office environment.
- Apply manual dexterity for computer and telephone use.
- Sit for extended periods, as well as move around the office area throughout the day.
- Travel independently and sometimes stay overnight away from home.

Employee Signature

Date

Supervisor Signature

Date