

ADMISSIONS COUNSELOR

Job Summary:

The Admissions Counselor will assist the Vice President of Admissions through all phases of the admissions process.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Assists in creating programs and activities to recruit and retain students.
- Review prospective students' applications and direct them to the appropriate sources for guidance on courses of study, financial aid, scholarships, or other information.
- Meets with prospective students and answers questions about the university, areas of study, and opportunities for students.
- Gives tours of the campus when student tour guides are not available.
- Ensures that application information is entered into the student database by admissions office clerical staff.
- Ensures that international applicants complete the required paperwork and meet applicable regulations.
- Travels to high schools, technical schools, and community or junior colleges to promote the university.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent written and verbal communication skills.
- Extensive knowledge about the university, its faculty, and its student population.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal skills.
- Proficient in Microsoft Office Suite or similar software.

Education and Experience:

- Bachelor's degree required. Master's degree preferred, preferably from the university.
- Two years of related work experience preferred.