



## **JOB DESCRIPTION**

<b>Title:</b>	Admission Counselor
<b>Department:</b>	Undergraduate Admissions
<b>Supervisor:</b>	VP Enrollment
<b>FLSA Status:</b>	Hourly, Non-exempt

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### **Characteristics of Job:**

This position is responsible for recruiting qualified freshman, transfer and non-traditional students for Union Commonwealth University, by managing admission inquiries, correspondence, and collecting and maintaining admission data. This position requires an individual who is highly motivated, thrives in a fast-paced environment, has excellent customer-service skills, enjoys working with young adults and their families to navigate the admission and enrollment process, and have excellent computer and technology skills. Admissions Counselors are responsible to maintain reports such as: daily, weekly, and monthly applicant/inquiry reports as well as travel reports for high school and college fairs. Confidentiality must be maintained on all student information. Work is performed under general direction of VP Enrollment and is reviewed through conference, reports, and periodic evaluation of results. This position collaborates with Student Ambassadors working with campus visits and recruitment events. During periods of travel, the Admission Counselor will operate with limited supervision and will be required to exercise self-direction under prescribed guidelines and show intuition.

### **Examples of Duties and Responsibilities:**

- Maintain 28 touch process on all prospects to meet established enrollment goals.
- Visit high schools in assigned in local area once a month and all regional high schools at least twice a semester and maintain positive communications and updated materials with Guidance Counselors.
- Plan fall travel schedule and attend College Fairs in assigned territory.
- Evaluate prospective student applications, transcripts, and test scores using consistent standards for recommendation for admission to the University. Follow-up on all discrepancies.
- Provide new student recruitment progress reports for management purposes by producing reports as required utilizing student databases and query tools.
- Respond to prospective student inquiries in a timely and accurate manner by providing thorough knowledge of University departments, programs, curricula, financial aid facts and student activities.
- Conduct campus tours and in-office visits for prospective students and their guests.
- Assist and attend Summer Orientation/Registration, Open Houses and other Admissions events.

- Plan, coordinate and execute on and off-campus activities and events and make formal presentations for prospective students/families and high school counselors.
- Assist prospective students and families by providing and discussing information about student financial aid.
- Interact and communicate with academic departments, administrators, student organizations, the alumni and athletic department on a regular basis and maintain positive relations.
- Job responsibilities include driving on University business for your department whether the frequency is daily, weekly, monthly or occasionally.
- Other duties as assigned.

#### **Minimum Requirements:**

- Bachelor's degree required.
- Minimum of one-year previous counseling/recruiting experience.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively and make formal presentations before groups of prospective students/parents and others.
- Ability to communicate honestly and with tact for students who do not qualify for admission.
- Ability to work as a team player with Admissions staff as well as with faculty, staff, students and general public.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge of Jenzabar database software preferred.
- Proficient knowledge of Microsoft Word and Excel Processing software.
- Knowledge of operating office equipment such as computer, printer, copier, and fax.
- Knowledge and ability to use Social Media communication tools.
- Possess excellent people and organizational skills.
- Excellent written and verbal communication skills.

#### **Special Requirements:**

- Attend annual conference
- Extensive travel during fall season and some in spring season with overnight and weekend travel
- Work evening and weekend hours
- Travel each month to assigned local high schools

#### **Additional Requirements:**

- Background check required.
  - Requires valid Driver's License.
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#### **Typical Working Conditions and Unique Physical Requirements:**

- Work is normally performed in a typical interior/office environment.
  - Occasionally exposed to outside weather conditions.
  - Noise level is usually quiet.
  - Visits high schools and other off-campus facilities.
  - Frequently perform public speaking to groups.
  - Regularly required to use hands to finer, handle, or feel and talk or hear.
  - Frequently required to stand; walk and sit.
  - Occasionally require to reach with hands and arms and stoop, kneel, or crouch.
  - Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds when transporting recruitment materials.
  - Vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
  - May require physical effort in climbing stairs.
  - No or very limited exposure to physical risk.
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The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be interpreted as limiting the appointing authority's ability to append or otherwise alter the duties and responsibilities of the position. The use of an individual expression or illustrations to duties or responsibilities shall not be regarded, as excluding assignment of others not mentioned which are of similar kind or quality.

Union Commonwealth University (the "University") is committed to maintaining an educational, employment, and business environment free of all forms of discrimination. The University provides full and equal access to its educational services, classes, and programs without regard to and prohibits discrimination based on the protected characteristics of age (40 and older), race, color, national origin, ancestry, religion, sex (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, AIDS/HIV status, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, status as a smoker or nonsmoker, medical condition, sexual orientation, marital status, or because an individual is perceived to have one or more of the foregoing characteristics, or any other status protected by federal, state, or local laws.