



## **ADMISSIONS COUNSELOR FULL-TIME**

**(2 Vacancies - 1 Full-Time 12 Month, and 1 Full-Time Temporary Position)**

### **JOB DESCRIPTION**

Admissions counselors report to the Director of Enrollment Management. An admissions counselor is responsible for the recruitment of students to Villa Maria to achieve enrollment goals. They are expected to promote and represent the College on and off campus to prospective students, parents, secondary school counselors and other individuals or organizations involved in the college selection process. Admissions counselors should be energetic, able to represent the College in a positive manner, and utilize ethical sales techniques to reach prospective students. The counselor will plan and implement recruitment activities for assigned high schools and territories, including travel to off campus sites. The admissions counselor works with prospective applicants on the admissions process and opportunities at the college. One-on-one admissions counseling to diverse populations is an important responsibility of this position. Admissions counseling occurs primarily by in-person appointments, phone calls and digital communication. The counselor will also review application materials submitted by applicants for the purposes of making admission decisions. In addition, the counselor will help to coordinate and contribute to the success of various visit events designed to recruit targeted prospective applicants to the college. These programs require significant collaboration with other departments and offices across campus. Further, in coordination with Enrollment staff, the counselor will help to manage ongoing strategic communications with prospective students, parents, and guidance counselors, including email, print, and other media.

### **ESSENTIAL RESPONSIBILITIES:**

- Manage and recruit students to assist the College in achieving enrollment goals.
- Travel to recruiting events, high schools, and other organizations to represent the college and recruit students. Implement recruitment strategies including presentations as outlined in the enrollment plan to include high school and/or community college visits, attends college fairs, area receptions, events. Travel requirements will include day trips and occasionally require over-night travel.
- Establish and maintain regular contact with recruits through phone calls, e-mail, and written communication
- Represent the College in a positive way at all times.
- Provide appropriate information to prospective students, parents, counselors, and other interested individuals through contacts, correspondence, and public presentations.
- Works with students, parents and/or alumni organizations that assist with the recruitment of students.

- Assists with all aspects of admissions visit days, including such things as admission presentations to visitors, event logistics, and tours.
- Advises students and families of admission requirements, transfer guidelines, financial aid and scholarship information, and residence life, etc.
- Assist in the evaluation of applicants' credentials.
- Maintain recruitment files and manage data effectively.
- Complete all necessary reports related to recruitment projections, travel, and special projects.
- Assist in follow-up studies, statistical reports, and research projects;
- Participate in College functions; serve on committees of the College;
- Assist and participate in any other activities related to the recruitment and admissions process;
- Assist the Director of Enrollment Management in assessing the effectiveness of the admissions area.
- Other duties as assigned to meet the mission of the organization.

**ESSENTIAL QUALIFICATIONS:**

- Ability to demonstrate the following types of skills: motivation, dedication, drive, hard work, focus, passion, and teamwork.
- An earned bachelor's Degree.
- Ability to travel, drive for the college, and work a varied schedule with flexible hours including week ends when needed.
- Demonstrated ability in sales and customer service.
- Familiarity with admission terminology and tests.
- Strong verbal and written communication skills with effective public speaking and presentations.
- Effective planning and organizational skills.
- Ability to operate personal computer with Microsoft office programs.
- Ability to maintain schedules while demonstrating self-direction and motivation.
- Demonstrated ability to work with a wide range of people and commitment to diversity.
- Demonstrated ability to efficiently and effectively solve problems and initiate and implement projects independently.
- Ability to represent the office and the college in a professional manner.
- Ability to maintain a positive attitude that will promote the College.

**ESSENTIAL FUNCTIONS:**

General environment requires employee to be flexible. This work may include hours standing and walking, including up and down stairs, moving up to 25-pound boxes, etc. Evening and weekend hours will be needed on occasion to perform work associated with this position. Ability to travel is required.

**SALARY:** Competitive

**APPOINTMENT:** As soon as possible.

**PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:**

[jobs.villa.edu](http://jobs.villa.edu)

When you have completed the on-line application process your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

EOE

**Internal Posting Deadline:** Review will begin immediately and will continue until the position is filled.

**External Posting Deadline:** Review will begin immediately and will continue until the position is filled.