

# Job Posting

Position	Department	Reports to
Admissions Counselor	Admissions	Dean, Admissions

**Scope of Responsibilities:** Represent Grace College to prospective students, parents, guidance counselors, pastors, youth directors and alumni for the purpose of recruiting, admitting and enrolling students. Meet with prospective students and families during campus visits, recommend admission decisions and provide financial aid counseling and follow-up. Guide prospective students and parents through the admission and financial aid process. Coordinate key aspects of the Presidential Scholarship Competition. An admissions counselor is the front line personnel for Grace College. Weekly schedules vary but will include travel plus weekend and evening work. Extensive travel is required from September through October.

**General Responsibilities: Objective:** In addition to specialized assignments, each admissions representative will be responsible for recruiting and enrolling prospective students in their assigned regions. **Specific Duties Include:** Completing daily To-Do List as generated by the Jenzabar EX database. Work on the Presidential Scholarship Competition, and complete related projects/tasks as assigned. Building relationships with pastors and youth directors. Networking with alumni and friends of the college. Organizing high school visit and college fair participation. Maintaining contact with prospective students via social media, telephone, and email throughout the recruiting cycle. Follow-up activities with prospective students and parents in a timely manner. Daily enter data into the Jenzabar EX computer system, logging comments from conversations with students and other information to update the system as to the student's application/acceptance status. Logistical responsibilities for scheduling travel, including itinerary planning, accommodation and vehicle arrangements, and other related tasks. Developing territory plans and, completing phone calls, school visits and emails. Being accountable for measurements of applications received, applicants accepted, deposits received, and students enrolled as tracked in EX. Operate school and rental vehicles with valid driver's license and have driving record that makes this possible. Assist with Student Ambassador training as required. Provide campus tours when other personnel are unavailable. Assist with the planning and execution of all campus visit days. In addition to the duties described above, admissions counselors may be asked to provide leadership and oversight of one or more of the following types of activities: athletic liaison, Bethel Nursing liaison, international students liaison, and other programs. Assist with other activities as assigned. **Reporting Relationship:** The position reports to the Dean of Admissions. The style of management for the Department is flat with each team member responsible to fully participate, cooperate, and be held accountable for results.

**Qualifications: Minimum:** Bachelor's degree. Valid driver's license and good driving record. Strong interpersonal skills. Strong Christian faith, commitment and volunteer service experience. Proficient experience with the Microsoft Office Suite. Highly self-motivated individual with outgoing personality and excellent social skills. A positive attitude and team-player mentality. Must have superior oral and written communication skills. Must be comfortable providing presentations to large and small groups. Must be a good listener, able to sift through questions and address issues in a relevant way. Giftedness in counseling, advising and building relationships. **Preferred:** Alumnus of Grace with at least two years of experience in admissions or a related field, marketing or communications.

**Status: Full Time; Non-Exempt**

**A completed staff application, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment.**

**Posted: 5-22-18**