



November 21, 2011

## Position Announcement

### Admissions Counselor

Interested applicants should respond with a resume and completed [application form](#), letter of interest, and contact information for three references to: Human Resources, McHale Hall, P O Box 889, Rensselaer, IN 47978.

**Department:** Admissions: Reports to the Assistant Vice President for Enrollment Management

**Start Date:** As soon as position is filled. Review of applications will begin immediately.

**Benefits:** As stated in the Saint Joseph's College Handbook of Employment Policies and Practices for Hourly and Administrative Employees.

**Description:** Manage recruitment of new students from a specific geographic territory, meet territory enrollment goals, and assist the Admissions team in meeting overall enrollment goals. Consistent contact with prospective freshman and/or transfer students using phone, email or other appropriate forms of communication. Assist in implementing the College marketing plan for Admissions, and participate in College-wide public relations efforts. Prepare, implement and evaluate marketing plan for a specific recruitment territory. Evaluate applicant credential files and offer admission status decisions. Extensive recruitment travel in the fall and spring, including high schools, junior colleges and college fairs. Maintain database of prospective freshmen and transfer students, including detailed communication logs. Visit with prospective students and their families during individual visits and campus events to build a relationship; answer questions and explain the values of attending SJC. Maintain extensive knowledge of SJC academic programs, student activities, campus life, College profile, athletics and the Admissions and Financial Aid processes. Maintain the highest levels of service and professionalism. Responsible for adhering to College policies regarding spending and management of departmental budgets. Perform other duties as assigned and as appropriate to your job level and abilities. Typical professional office working conditions; requires professional dress. Manual dexterity required for computer entry. Sitting and standing required for sustained periods of time. Requires a minimum of 50 hours per week 75% of the year. Substantial evening and weekend work. Extensive amounts of time spent on the telephone. Operating a motor vehicle and extensive driving are necessary. Occasional lifting and moving of 50 lbs. Works independently within policies and general objectives with direct accountability for territory performance in support of recruitment goals.

**Qualifications:** Must possess a bachelor's degree; excellent written and verbal communication and time management skills; a strong work ethic; a high energy level; a positive mental attitude; a goal-oriented mindset; creative initiative; the ability to meet deadlines, organize, multi-task, tend to minute details and maintain confidentiality; ability to work independently and collaboratively; ability to lift and carry 50 pounds; a strong knowledge of Word, Excel, Access and database management; the ability to travel approximately 12 weeks in the Fall and 2-4 weeks in the Spring; the flexibility to work extra hours (evenings and weekends) to meet enrollment goals; a valid driver's license is necessary.

**An Equal Opportunity Employer**