

## JOB DESCRIPTION

POSITION: Admission Counselor

GRADE: Exempt

DEPARTMENT: Admission Office

POSITION REPORTS TO: Director of Admission

JOB FUNCTION: Responsible for representing King's College to prospective students and their parents and to secondary school counselors.

### ESSENTIAL FUNCTIONS:

1. Consults with other departments of the College in order to be informed and up-to-date about College goals, programs, trends, and unique marketing features.
2. Reviews and evaluates admission files and makes recommendations on admission to the admission committee.
3. Reviews and evaluates admission files and makes recommendations on scholarship eligibility to the scholarship committee.
4. Conducts daily interviews of prospective students.
5. Coordinates travel for a specific geographic territory. Somewhat extensive overnight travel and some weekend and evening work are required while visiting high schools and attending college fair programs.
6. Attendance and assistance with numerous on-campus recruitment events.
7. Builds relationships with prospective students through telephone, e-mail and other communication vehicles.
8. Contributes to admission marketing strategies for assigned territory.
9. Coordinates various special programs and projects to recruit prospective students.
10. Serves on either the admission or scholarship committee.

### NONESSENTIAL ELEMENTS:

1. Performs other related duties as assigned.
2. Assumes other activities and responsibilities as directed.

QUALIFICATIONS: Superior oral and written communication skills are required. Energy and enthusiasm, a strong work ethic, and the ability to be an effective team member are expected. A Bachelor's degree and valid driver's license are required. Candidates should demonstrate strong interpersonal skills, ability to work with diverse student populations, and familiarity with the goals of a College with programs in liberal arts and sciences. Familiarity with financial aid procedures is helpful.

WORKING CONDITIONS: Typical office working conditions. Able to travel out of town for several weeks at a time is essential.