



November 17, 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 territory, meet territory enrollment goals, and assist the Admissions team meet overall enrollment goals. Will have consistent contact with prospective freshmen 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. Will prepare, implement and evaluate marketing plan for assigned territory, evaluate applicant credential files and offer admission status decisions. Extensive travel in the fall and spring, including high schools, junior colleges and college fairs. Must maintain extensive knowledge of SJC academic programs, student activities, campus life, College profile and the Admissions process. Will interview prospective students on campus and give campus tours when necessary. Responsible for adhering to College policies regarding spending and management of departmental budgets. Will perform other duties as assigned (e.g., work with transfer students, email system, etc.). 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 skills; time management skills; ability to organize, multi-task, maintain confidentiality, tend to minute details; ability to work independently and as a team member; ability to lift and carry 50 pounds; high energy level; creative initiative; strong knowledge of Word, Excel, Access and database management; travel approximately 8 weeks in Fall and 2 weeks in Spring; valid driver's license. Normal professional office working conditions. Requires corporate professional dress, manual dexterity required for computer entry, sitting and standing for sustained periods of time. Typically requires 50 or more hours per week. Substantial evening and weekend work. Extensive amounts of time spent on the telephone. Must be able to operate a motor vehicle as extensive driving is required.

**An Equal Opportunity Employer**