



## **Admission Counselor Job Description**

**Job Title:** Admission Counselor  
**Job Classification:** Exempt (12 month)  
**Department:** Admission  
**Reporting Relationship:** Executive Director of Admission  
**Supervisory Relationship:** N/A

**Job Summary:** The admission counselor is responsible for coordinating the development, implementation, and assessment of recruitment efforts in the assigned territory. The counselor will participate in all major on-campus recruitment events (i.e. open houses, scholarship programs, etc.).

### **Essential Functions:**

- Participates in the development, implementation, and assessment of tactical recruitment plans.
- Represents the college in various state and national organizations.
- Coordinate communication initiatives with prospective and admitted students.
- Represent the Office of Admission with outside constituencies (i.e. athletics, student life, parents/alumni board, etc.) as assigned.
- Assist with all major on-campus visitation programs (i.e. open houses, scholarship programs, etc.)
- Organize, plan and coordinate annual travel within assigned territory.
- Represent Hanover College at high schools and college fairs.
- Conduct admission interviews with prospective students and parents.
- Follow up with prospective students throughout the recruitment process.
- Participate in the review of applicant files for admission decisions.
- Working knowledge of financial aid programs and policies.

### **Other Responsibilities:**

- Coordinate and oversee the High School Summer Academy Program.
- Coordinate and oversee Regional Receptions in various locations.
- Travel to regions other than assigned, as needed.
- Provide periodic Saturday office coverage.
- Other duties as assigned by the director of admission.



**Job Qualifications:**

**Education Required:** Minimum of Bachelor's Degree

**Experience Required:** Admission, public relations or marketing related experience

**Skills Required:**

- Ability to organize and prioritize workload and meet deadlines.
- Strong verbal, written and interpersonal skills.
- Ability to project the image of the college clearly and professionally.
- Ability to organize and complete multiple tasks with client-centered attitude.
- Knowledge of PC Windows based computing environment.
- Required to participate in training as office software and/or system changes mandate.

**Skills Preferred:**

- Bi-lingual in Spanish

**Physical/Emotional Requirements:**

- Able to function effectively under pressure.
- Able to make decisions and respond to challenges quickly and with ease.
- Be neat in appearance and dress appropriately.
- Demonstrate professionalism and complete confidentiality when counseling students and/or parents.
- Possess initiative, enthusiasm and punctuality.
- Be organized and flexible with time and tasks.
- Must be committed to team participation and success.
- Must be able to assist staff members with unusual and complex issues.
- Able to sit/stand/walk for extended periods.
- Able to work in a stressful, time sensitive environment.