

## **Job description**

Position title: Admissions Counselor

Position type: Full time

Work Hours: Vary according to recruitment schedule, travel expected

**About the position:** The Undergraduate Admissions Counselor will possess organizational and communications skills, both oral and written, in order to communicate effectively with prospective parents and students. Individuals must be able to multi-task, maintain organization of reports, files and correspondence in the office as well as during required travel. This position requires a willingness to work a flexible schedule, which may include regular evening and weekend work as part of recruitment travel and events. Applicants are required to have sufficient knowledge of computer and database skills. Individuals must maintain a customer service demeanor and attitude. Applicant must be willing to travel extensively for recruitment and possess excellent interpersonal communication skills.

### **Duties**

Duties for the admission counselor position may include, but are not limited to: assisting with a variety of office of admissions on and off campus recruitment events such as Open House Events and receptions for prospective student families and school counselors, reviewing applications for admission and making admission decisions; delivering dynamic presentations to individuals and groups who indicate interest in Webber International University. Significant amount of phone time to follow up on interested students. Assist interested students in the application process and their entire matriculation process through acceptance and coordinate with financial aid.

- Identify, guide and direct those students most likely or most desirable to apply and enroll through the admissions process. Responsible for managing the full “admissions funnel” for an assigned territory that includes inquiries, applicants, accepted and deposited students for a given enrollment period.
- Directly responsible for meeting established enrollment goals each year through the implementation of a strategic marketing plan that includes written, electronic, and telephone personalized and customized communication.
- Regularly monitor the inquiry, application, and deposit numbers from the territory to focus on the attainment of the targets/ goals for the territory.
- Continually qualify the inquiry pool, through the tiring process, so that those inquiries most likely to enroll are the ones being contacted on a regular basis.
- Maintain regular review of prospects from the territory to determine the next best contract for each. Build lasting relationships between the college, prospective students/family.
- Monitor the receipt of applications from the territory and maintain contact throughout the recruitment process for each applicant as needed.
- Hosting visiting prospective students (or counselors) and their families and to arrange the visit around the interests and tome schedule of the visitor.
- Attend all Open House and special events and actively engage prospective students and their families in meaningful conversation about Webber International University, while showing a genuine enthusiasm for the school.

- Work within a set budget to meet enrollment goals.
- Assist the director as requested with special projects or assignments.

**General Areas of Responsibility**

- **Review Admissions Applications\***
- General Office Correspondence, e-mails, texting\*\*
- Daily outreach via phone and email to prospects\*\*
- Serve on Assigned University Committees\*\*
- Assist with office/special projects\*\*
- Conduct campus tours\*\*
- Other duties and responsibilities as assigned by Director of Admissions\*\*
- Assist with Open House events, and Saturday events\*\*
- To be an ambassador for the University\*\*
- Assist with all responsibilities that would be required to meet the enrollment goals\*

**Our Team**

Enrolling new undergraduates for the University is a team effort. It takes individual effort to accomplish the University's goals, but our individual efforts alone are not enough. It is only by working together that we can accomplish the huge task that we face. Together we all share the responsibility for the work of the University.

Admissions will always strive to accomplish our goals together as an overall team. We should never let our responsibilities or our group's box in our thinking or our ability to work together. We all work on all aspects of admissions even though we may focus on different things at different times.

Job Type: Full-time

**TO APPLY**

Email your resume to Bobbi Andrews, Director of Admissions, at: [andrewsbs@webber.edu](mailto:andrewsbs@webber.edu)