

Job Description

Position Title	Admissions Counselor		
Business Unit	Enrollment & Admissions	Status:	Full-Time Exempt (Salaried)
Reporting to	VP for Enrollment	Salary Range:	To be determined

Background	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position	<p>The Enrollment Counselor is an active member of the Office of Enrollment and manages an assigned recruitment territory. Through articulating the University's mission and vision, they are able to communicate the culture of campus life to prospective students. He or she ensures that recruiting goals are met by moving through the recruitment process from inquiry, applications, acceptances and enrolled students are met.</p>

Responsibilities

- Actively participate in college recruitment tours, community events, campus events, high school fairs, graduations, etc.
- Travel will consist of overnight stays and the necessity to plan and book personal travel accommodation within the parameters of state approved guidelines
- Support recruiting initiatives within the Southwestern Union and outside the Union
- Work closely to build relationships with assigned Union academies
- Manage assigned territory and meet goals set by the Vice President for Enrollment
- Project a professional image always
- Communicate effectively with various target audiences, including the ability to evaluate audiences and tailor appropriate messages to each.
- Assist with CORE (Freshmen Orientation)
- Collaborate with churches, camp meetings, summer camps or any other event that is requested by churches
- Provide in- depth information on on-campus programs and give tours to prospective students & families
- Follow up on inquiries through phone calls, emails, web chat, and social media platforms.
- Responsible for generating and submitting weekly reports for review and coaching
- Cross-trained in enrollment/ admissions process for all student populations
- Stays current on the University's academic, spiritual, recreational, social and extra-curricular calendar so information can be communicated to prospective students as another method to build engagement
- Builds and maintains successful cross-functional relationships with other departments and teams on campus
- Works well both independently and within a team environment
- Maintain an updated list of juniors and seniors and keep in contact with them.
- Works closely with high school guidance counselors in assigned territory in the recruitment of prospective students.
- Assist in visiting the community/junior colleges when the need arises
- Participates in developing effective creativity in planning recruitment events, assigned projects and other activities when needed
- Continuously follow up with the students to ensure all documentation is received as required.
- Collaborate with the Student Financial Aid team wherever needed to ensure the information communicated to prospective students is accurate and up-to-date
- Providing guidance regarding securing the required paperwork needed for financing their education
- Utilize Target-X and Colleague to input data and document follow-up with prospective students.

Miscellaneous

The role requires attendance at various activities that may occur over the weekend. The ability to work evenings and have a flexible work schedule may be required to be successful in the role. There will be periodic travel within the state as well as out of state (Up to 80% annually).

Staff Supervision

	Various student workers
Requirements	<p><u>Minimum</u></p> <ul style="list-style-type: none"> ▪ Must have a strong commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere. ▪ Must have a bachelor’s degree. ▪ Must be willing to travel 80% of the time ▪ Must be willing to work weekday evenings and weekends <p><u>Preferred</u></p> <ul style="list-style-type: none"> ▪ Prior experience in sales or customer service ▪ Prior experience working in higher education, student recruitment, retention or marketing ▪ Spanish Speaking
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment. This applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	