

The Office of Admissions at IU Northwest seeks an Admissions Counselor to serve as primary contact for prospective undergraduate students and their families during all phases of the admissions cycle. As well as, represent the university at recruitment events for both traditional and non-traditional students. This person should be someone who is excited to recruit a diverse range of students within Northern Indiana and Chicagoland areas.

Primary Job Duties and Responsibilities:

- Admission counselor will represent IU Northwest at recruiting events.
- Delivering in-depth presentations about the university's undergraduate programs, admissions requirements and deadlines, to prospective students, families, teachers and counselors, in groups or individually.
- Weekend work and travel is required throughout the year.
- Responsible for specific projects, outreach events for prospective students, admitted students, and other populations of interest to the university.
- Work on yielding admitted students through personal contact and follow up, programming, and identifying students' needs.
- Help develop outreach strategies and initiatives to engage prospective and admitted students, including but not limited to print materials, social media and web content.
- Collect, analyze, and interpret prospective student data for use in recruitment and admissions decision-making, analysis, and performance monitoring.
- Evaluate prospective student applications and make admission decisions.

Required Education: Bachelor's degree is required.

Required Experience:

Two to three years of working experience required, with preference given to those working in the field of college admission. Experience working with students and colleagues from diverse backgrounds.

Strong written and oral communication skills are required. In addition, the individual must be extremely well organized and be able to work independently, and be comfortable with a variety of technology and software (PeopleSoft, Salesforce, Prezi, Microsoft suite, etc.)

The individual must also have a valid driver's license.