



Admission Counselor

**Tracking Code**  
822-674

**Job Description**

The Admission Counselor will work with admission staff to provide outstanding service to prospective, applied and admitted students. The Admission Counselor will also demonstrate a deep understanding of the University's mission as it relates to recruitment and admission of a diverse and talented student body.

**Major Responsibilities:**

- Communicate with students, parents, faculty, educators and alumni via telephone, email, written correspondence, and other means.
- Travel to high schools, college fairs and other events as assigned, serving as a representative of Valparaiso University; may require overnight travel.
- Review and evaluate applications for admission, admit or present to the admission committee.
- Interview prospective students.
- Assist with special projects and related tasks.
- Present information about Valparaiso University to groups of students, parents, educators and alumni.
- Develop and implement a comprehensive recruitment and admission plan for assigned geographic regions.

**Knowledge and Skills:**

- Bachelor's degree is required.
- Preferably 1-2 years of admission experience.
- Strong interpersonal communication and organizational skills.
- Spanish language skills are preferred.
- Ability to work well under deadlines, and possess a considerable degree of flexibility and initiative.
- Strong ability to lead others and to work productively as a member of a group
- Willingness to work at a University committed to Christian higher education in the Lutheran tradition.
- Should be familiar with and abide by the rules and regulations of the NCAA (National Collegiate Athletic Association) per the brochure "A Guide for Athletics Representatives", available through VU's Department of Athletics.

**Successful applicants will demonstrate a commitment to cultural diversity and the ability to work with individuals or groups from diverse backgrounds.**

All offers of employment with Valparaiso University are contingent upon clear results of a thorough background check. Background checks may include criminal history, motor vehicle reports, prior employment verification, and personal/professional references. If applicable to the position, background checks will also include credit history. Background checks will be conducted on all final candidates for employment.

Valparaiso University requires all employees to be vaccinated against COVID-19 or apply for and receive a qualified exemption within two weeks of the employment start date.

**To be considered for this position you must upload:**

- Cover letter
- Resume
- List of 3 professional references
- Answer all the application questions

**Please address cover letter to:**

Carrie Palkovich, Director of Freshman and Transfer Recruitment  
Valparaiso University  
Valparaiso, IN 46383



**Job Location**

Valparaiso, Indiana, United States

**Position Type**

Full-Time/Regular