



Admissions Counselor

Franklin College has a full-time opening in the Office of Admissions for an Admissions Counselor. This position is responsible for recruiting prospective students, presenting information to students and families at high school visits and college fairs, reviewing applications and making admission decisions and scholarship recommendations, assisting with the planning of admission related events, and meeting annual enrollment goals for the assigned region. Additionally, each counselor coordinates special projects in our office; these may include but are not limited to assisting with publications and facilitating school counselor programs.

Qualifications include a Bachelor's Degree, an aptitude for building and maintaining relationships, strong written and oral communication, solid time management and organizational skills, the willingness to work as part of a team, a high-energy level and the desire to work with persons of diverse backgrounds. Candidates must be willing to travel approximately 12-20 weeks per year and work evenings and weekends. A valid driver's license and transportation are also necessary. Previous admission experience and the ability to articulate the value of a liberal arts education are desirable.

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Interested candidates may send (electronic preferred) their cover letter and resume, and 3 professional references to:

Office of Human Resources
Franklin College
101 Branigin Boulevard
Franklin, IN 46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.