



Admission Counselor Undergraduate Office of Admission

The Office of Admission at Marian University is seeking a degreed professional to recruit and counsel prospective students and families in the admission process. Responsibilities include 8-10 weeks of fall travel, on campus interviewing of prospective students, implementing a comprehensive communication plan, review of applications, and assisting with the planning of recruiting events.

Responsibilities:

- Recruiting traditional-age students
- Attend scheduled college fairs and high school visits to promote Marian's Educational Opportunities
- Counsel prospective students on Marian University's:
 - Academic Programs
 - Financial Aid opportunities
 - Extracurricular activities
- Coordinate student visits with faculty members, coaches, and students
- Assist in the planning and implementation of on-campus recruitment events
- Maintain thorough knowledge of all Marian University programs (academic, athletic, etc.)
- Maintain close contact with potential students through email, telephone contact, social media, personal letters, and campus visits
- Maintain records of contacts to applicants and prospects
- Monitor applicant files to ensure that files are complete and to facilitate acceptance process

Requirements:

- Knowledge of and commitment to the mission of Marian University.
- Bachelor's degree from a four-year College or University and 1-2 years of training or experience preferred.
- Ability to effectively read, analyze, and interpret professional journals
- Ability to write and present information and respond to questions from prospective students, parents, high school counselors, and members of the campus or business community
- Ability to add, subtract, multiply, and divide whole numbers, common fractions, and decimals
- Ability to interpret bar graphs
- Must possess valid Driver's License without restriction.
- Must possess strong computer, communication, and interpersonal skills

Located within 10 minutes of downtown Indianapolis, Marian University is one of the nation's preeminent Catholic institutions of higher learning, and ranks as one of *US News & World Report's* top universities in the Midwest Region. Marian University was founded in 1937 by the Sisters of St. Francis, Oldenburg, Indiana, and the Franciscan Values that the Sisters ingrained into the university's culture are still prevalent today. The university has experienced tremendous growth in the past 15 years under the leadership of President Daniel J. Elsener, including the opening of the Marian University College of Osteopathic Medicine in 2013 – the state's first new medical school in 110 years. Marian University's football team has captured the NAIA national championship in 2012 and 2015. In 2016 and 2017, the women's basketball team won back-to-back NAIA national championships. Marian University is also home to the most successful collegiate cycling program in the nation, which currently holds 40 national titles.

Review of applications will begin immediately and continue until the positions are filled. Required materials include: **Resume, Cover letter, and the names and contact information of three professional references.** Only **complete** applicant packets submitted to **hr@marian.edu** will be considered. Marian University is an EOE and is committed to diversity and encourages persons from diverse backgrounds to apply for this position.

Marian University is an EOE