

Title of Position: Admission Counselor
Department: Admission
Reports to Supervisor: Director of Admissions
FLSA: Non-Exempt



Holy Cross College's Mission: The Mission of Holy Cross College is to educate and form global citizens with the competence to see and the courage to act. Holy Cross is a Catholic college that advances the apostolic mission of the Brothers of Holy Cross. Our practical, experiential, liberal arts curriculum applies timeless truths to contemporary life and leads people to wholeness in the image of Christ.

Our hiring practices reflect this missional commitment to being a Christ-centered institution.

Typical Schedule: Typical Schedule: Full time. Typical for this position is daily business hours Monday through Friday, 8am until 5pm, including frequent evenings and some weekends to serve the needs of the College. Periodic travel including overnight stays may be required when making presentations to schools and attending recruiting events.

Purpose: The Admissions Counselor is responsible for assisting with all phases of the recruitment and enrollment of new students to Holy Cross College, including but not limited to; extensive local and national travel, representing Holy Cross College to high school counselors, prospective students and parents; recruiting students and cultivating relationships with guidance counselors in assigned geographic territory while assisting students to meet their professional goals and to live lives of purpose and integrity.

Essential Job Duties:

- All administrators, faculty and staff are called to assist students in their formation to be Christ-like students and thus must embrace and advance the Holy Cross mission of the College in all professional activities.
- Plan, manage and conduct recruitment and counseling activities in an assigned geographic territory.
- Prepare and submit timely statistical reports and detailed summaries of personal recruitment activities in assigned territory.
- Develop and maintain communication with prospective students, parents and school counselors throughout the recruitment cycle.
- Assist with the organization of both on and off campus admission programs.
- Conduct Group Information Sessions for prospective students and their parents as assigned.
- Complete additional specific projects to be determined by the Director of Admission as well as serving the needs of the College as assigned.
- Key attendance at required events such as College Fairs, Preview Days, Orientation.
- Coordinate in-house mailings of recruitment invites and literature to prospective students.
- Hire, train, and manage student caller team to assist with admission recruitment messaging.
- Other duties as assigned.

Minimum Education, Skills, and Ability:

- Bachelor's degree required. Experience in Higher Education Admissions preferred.
- Experience as undergraduate admissions intern, student ambassador or student volunteer experience is preferred.
- Excellent oral and written communication skills and leadership skills required. Bi-lingual skills a plus.
- Attention to detail and demonstrated organization skills related to programming/project management are essential.
- Valid unrestricted driver's license is required.

- Knowledge and experience using MS Word, Outlook, Excel and PowerPoint.
- Knowledge and experience using social media tools for marketing and communication.
- Ability to travel for approximately 10 weeks of overnight recruitment including high school visits and college fairs.
- Ability to work effectively with a diverse student population.
- Ability to work flexible work schedule including evenings and weekends as may be necessary to serve the needs of the department.
- Highly motivated person who is task oriented.
- Ability to work under pressure, in a team atmosphere, and with a minimum of direct supervision.
- The successful candidate will demonstrate a connection to the Holy Cross College mission to educate the whole person in mind, body and spirit.

Physical Demands:

- May repetitive movement of hands and fingers – typing and/or writing; occasional standing, walking, stooping, kneeling or crouching; reach with hands and arms; talk and hear.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified. Employment at Holy Cross College is 'at will' meaning either the college or employee can end the employment relationship at any time, with or without cause, with or without notice. Holy Cross College is an equal opportunity employer. All employment decisions are based on qualifications and are made without regard to race, color, national origin, age, sex, disability, or any other legally protected status. Interested candidates should submit resume, cover letter, and names and contact information for three references to hr@hcc-nd.edu. Position Open until filled.