



**Position:** Admissions Counselor

**Department:** Admissions

**Campus:** North Manchester

**Job Responsibilities and Duties:** The Admissions Counselor has primary responsibility for one-to-one recruitment of prospective students in an assigned territory. The Admissions Counselor will also be responsible for overall development and management of the territory's inquiry pool, conversion of inquiry to applicant, applicant to admit, admit to deposit, and deposit to enrollment/matriculation. The Admissions Counselor will adhere to specific goals set by the Director of Admissions by creating relationships with students/families through telemarketing and outreach, application processing, travel and overall enrollment coordination. This individual will be expected to adhere to and contribute to the University and Admissions mission and vision statements and delivery of professional, personal service.

**Essential Job Functions:** Off-campus:

- Participate in off-campus recruiting events such as University fairs, high school visits, and other campus and off-site visits as needed.
- Plan special events and arrange travel schedule.
- Develop and foster strong relationships with high school guidance counselors and MU alumni in areas that may strengthen the program.
- Represent Manchester University in a professional manner at all times.

On-campus:

- Correspond to applicants within the program through email, telephone, texting and handwritten notes.
- Act as a liaison to incoming students.
- Meet with prospective students and their families on campus.
- Give campus tours as needed.
- Participate in on-campus recruiting events such as Preview Days, Academic Days, orientation programs and other events.
- Interact as necessary with faculty, advisors, coaches and other Manchester administrators to coordinate successful campus visits.

Telemarketing:

- Make outgoing calls to inquiries from the program to determine the interest level in Manchester University.
- Make outgoing calls to applicants from the program to discuss their next steps in the process, their financial aid package, and determine their interest level in Manchester University,
- Provide information on Manchester curriculum, financial aid, the application process, scholarships, campus life housing, and other services and activities.
- Promote and schedule campus visits for prospective students.
- Record comments, interest level and other necessary record updates in the department's CRM system.

Application Processing:

- Receive applications from the program, and communicate with applicants on all steps necessary to complete the application process.
- Evaluate applications based on transcripts, test scores, rank, and recommendations.
- Process applications resulting in admission or recommendation for admission.

General Activities:

- Participate in weekly admissions meetings.

- Support and model a team “can-do” attitude in the admissions office and throughout the University community.
- Establish and maintain relationships within the University community.
- Represent the University at approved professional organizations.
- Organize and manage several responsibilities at one time.

#### **Requirements**

- Bachelor’s degree.
- Must possess a valid driver’s license, travel extensively, read maps and have reliable transportation.
- Must have the capacity to be flexible, assertive, intuitive, patient, personable, and empathetic.
- Advanced computer skills, including MS Office Suite.
- Multi-lingual and/or Bi-lingual, preferably in Spanish.

#### **Qualifications**

- Excellent interpersonal skills including the ability to interact with students, parents, faculty, staff, and the public.
- Ability to develop and maintain highly effective relationships both internally and externally.
- Ability to influence, communicate, respond and interact with a wide array of individuals.
- Strong time management, detail orientation and organizational skills.
- Solid sense of confidentiality and discretion.
- Ability to work independently and collaboratively in a team-based environment.

**General Information:** Manchester University is an independent, liberal arts university with a campus in North Manchester, Ind., where approximately 1,300 students choose from at least 60 areas of undergraduate study, two master's programs and 21 NCAA Division III varsity sports. Our second campus in Fort Wayne is home to the Manchester University College of Pharmacy, where graduates are awarded the Pharm.D. Doctoral degree.

Manchester has a distinctive commitment to developing respect for ethnic, cultural and religious pluralism and an international consciousness. Manchester University respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition. As an institution rooted in the tradition of the Church of the Brethren, Manchester University values learning, faith, service, integrity, diversity, and community.

**Work Schedule:** This is a full time, 12-month, non-exempt, staff position. The hours per week will vary depending on the recruiting cycle; however, they are generally forty (40) hours. Evening and weekend hours are required at specific times in the recruiting cycle.

**What We Offer:** We offer competitive pay and the opportunity to serve in a dynamic educational environment.

**To Apply:** Review of applications begins immediately and will continue until the position is filled. [Apply online via ADP](#) and submit a cover letter and resume with your completed application. Questions can be emailed to [Jenny Steele](#), Employment Coordinator.

**Manchester University is an equal opportunity employer. Applicants who further diversify our faculty and staff are warmly welcome.**