



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

FRESHMAN ADMISSIONS COUNSELOR

POSITION REFERENCE NUMBER: 10331-102

GENERAL FUNCTION

This is an entry level position within the admissions department responsible for the recruitment of undergraduate students to the University to achieve departmental objectives. Work is performed under the direct supervision of the Director of Admissions.

RESPONSIBILITIES

1. Function as an independent territory manager for a geographic area within our recruiting markets.
2. Responsible for effectively managing the recruitment of prospective freshmen from within a designated geographic recruitment territory.
 - a. Responsible for completing phone calls, face-to-face visits, and written correspondence with prospective students and their families.
 - b. Responsible for the use of CRM software including EMAS, as well as PowerFairs in order to correspond with prospective students.
 - c. Counsels prospective applicants on the admissions and financial aid processes and opportunities.
3. Responsible for the scheduling and enactment of travel including high school visits and attending college fairs, primarily within the designated territory.
 - a. Implements recruitment strategies as outlined in the departmental objectives in the assigned territory; responsible for attending college fairs and various other recruiting programs, events and receptions; networking with other individuals or organizations involved in the college selection process in order to attract students to the University.
4. Responsible for assisting in the development and delivery of on and off-campus recruiting events, as assigned by the Director of Admissions; contributes to the success of various student visit programs.
5. Reviews admission applications, evaluates credentials and makes admission decisions.
6. Adheres to University policies and procedures regarding travel and procurement.
7. Will drive on behalf of the University.
8. Responsible for performing related work as needed or required.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree required; experience in admissions or enrollment management preferred.
2. Valid driver's license required.
3. Ability to travel and work a varied schedule with flexible hours; ability to load and transport admissions materials, displays and other equipment.
4. Excellent verbal and written interpersonal communication; ability to represent the office and University in a professional manner.
5. Ability to work with a wide range of people and commitment to diversity; demonstrated ability to work effectively both independently and as part of a team.
6. Highly motivated with a positive attitude; strong commitment to customer service and student focus.



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

7. A staff member is expected to abide by all of the rules and regulations of the University, the NCAA and the NEC. Staff members found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures. In addition, you must report immediately any suspected or known violations to the Director of Compliance and Student Services or the Faculty Athletics Representative. A staff member may be suspended for a period of time, without pay, or the staff member's employment may be terminated if he/she is found to be involved in deliberate and serious violations of NCAA regulations.

OTHER INFORMATION

Exemption Status: **Exempt**

Post Date: **June 13, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

[RETURN TO JOB POSTINGS](#)