



Job Description

Name:	
Job Title:	Admissions Counselor
Department:	Admissions
Senior Team Leader:	Cindy Sisson
Reports to:	Susanne Watson
Classification:	Exempt/Salary
FTE:	Full Time 100%
Date Written/Updated:	5/23/2022

MISSION STATEMENT

The University's mission is to develop a commitment to scholarship; educate, equip, and help students develop their abilities for a life of God-honoring service to others; and for personal fulfillment.

BASIC FUNCTION:

This position involves representing Huntington University in a professional manner throughout the process of recruiting, admitting, and matriculating prospective students. This position directly reports to the director of undergraduate admissions and is part of the enrollment management team under the supervision of the vice president for enrollment management and marketing.

QUALIFICATIONS

- Candidates must have a strong personal faith in Jesus Christ and a desire to serve others
- Must be committed to the mission of Huntington University as a comprehensive Christian college dedicated to educating men and women to impact our world for Christ
- Bachelor's degree required
- Committed to travel throughout recruiting territory and available for some evening and weekend work
- Strong communication skills, both written and verbal, in one-on-one and group settings
- Strong computer skills (primarily Microsoft Word, Excel, and Outlook) required

- Self-motivation and initiative, creativity, attention to detail, time management, organization, and leadership skills
- Must be able to work in a highly interactive and team-oriented environment

SPECIFIC RESPONSIBILITIES

1. Effectively manage a specific recruiting territory.
2. Generate and pursue prospective student leads using data-driven strategies.
3. Recruit students who are the best match for Huntington University given the institutional mission of the school.
4. Represent Huntington University off-campus at college fairs, high school visits, church visits, community events, and other youth activities such as conferences or denominational events.
5. Function as the primary professional contact during the on-campus visits of prospective students and their families.
6. Work with Student Recruiter team to maximize their involvement in the recruiting process.
7. Work with other professional staff members on campus who are involved in the recruitment and marketing process. This would include groups such as financial aid office, athletic coaches, public relations staff, faculty members, alumni director, advancement staff, and various other constituent groups.
8. Complete other tasks and projects as assigned by the director of undergraduate admissions or the vice president for enrollment management.

WORK ENVIRONMENT/DRESS CODE

Indoor work, office setting, business casual.

TRAVEL REQUIREMENT

Throughout territory, some nights and weekend travel.

PHYSICAL DEMANDS OF THE JOB

None noted.

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This position description is not all-inclusive and may change at the option of the supervisor or senior leader. Individuals may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation. Any major change will result in the position being reviewed for reclassification.

I have reviewed and approve this job description.

_____	Date _____
EMPLOYEE SIGNATURE/PRINTED NAME	
_____	Date _____
SUPERVISOR SIGNATURE	
_____	Date _____
Director of Human Resources	