



UNDERGRADUATE ADMISSIONS COUNSELOR Job Posting

POSITION:

Undergraduate Admissions Counselor

DEPARTMENT:

Admissions Office

REPORTS TO:

Director of Undergraduate Admissions

CLASSIFICATION:

Salary Non-Exempt, Full-time

JOB SUMMARY:

The primary responsibility of this entry-level position is to recruit prospective students for the undergraduate degree programs of Spalding University. This counselor will represent Spalding at special events and collaborate with the admissions team to achieve the institution's annual recruiting, enrollment and retention goals.

This counselor will provide comprehensive admission and enrollment information to prospective students and their families.

In addition to actively engaging prospective students, this counselor will maintain ongoing relationships with representatives from various educational institutions and may also serve as a liaison between admissions and other academic areas or department(s) within the University.

This position will require some travel as well as representation at various evening and weekend recruitment events. Organized, detail-oriented, and self-motivated candidates are encouraged to apply.

ESSENTIAL FUNCTIONS:

- Maintain active contact with prospective students from inquiry through enrollment.
- Develop and maintain relationships with representatives of various educational institutions.
- Attend college fairs and other recruitment events and provide information about Spalding University (history, academic programs, campus life).
- Review and evaluate the academic transcripts of incoming students.
- Input transfer credits of potential students into Spalding's data management system.
- Maintain the transfer equivalency list for the university.
- Analyze demographic data to assess recruiting outcomes.
- Serve as liaison to assigned academic area(s) and/or other University department(s).
- Participate in specific on and off campus recruitment and community events.
- Promote and support the mission and vision of Spalding University.
- Abide by University policies, procedures and compliance guidelines.
- Perform miscellaneous job-related duties as assigned.



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MINIMUM QUALIFICATIONS:

Bachelor's degree required, plus a minimum of one year of customer service, recruiting or sales experience.

Employee must be able to work a flexible schedule, attending some evening and weekend events during peak recruiting and enrollment periods. Recruiting and professional development opportunities will require some overnight travel.

PREFERRED QUALIFICATIONS:

The ideal candidate will have worked previously in a college or university setting and have two or more years of professional experience in an admissions, advising, or another student affairs office environment.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

- Professional demeanor; ability to foster positive communication with visitors, students, administrators, faculty and staff.
- Strong customer service skills; capacity to handle requests in a timely and efficient manner.
- Ability to access information from a variety of different sources and use sound judgment in the decision-making process.
- Experience with word processing and data entry, and in using various programs within the Windows® operating system: E-mail, calendar functions, Microsoft *Word*®, *Excel*® and *PowerPoint*®.
- Ability to maintain confidentiality in matters relating to student privacy and release of information.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Environment:

Work is performed primarily in an office setting. Employee must be able to work in an environment characterized by occasional interruptions and fluctuating workloads with minimal direct supervision.

Physical:

Sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift and carry items weighing up to 25 pounds; to operate a desktop or laptop computer that requires repetitive hand movement and the use of a computer keyboard.



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CONTACT:

Please submit electronically your resume and cover letter to:
Yolanda Peterson, Human Resources Assistant
ypeterson@spalding.edu

ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.