

**Arizona Christian University
Position Description**

Position Title: Admissions Counselor	Date Updated: July 2017
Reports to: Director of Admissions	Department: Admissions
Direct Reports (if any):	FSLA Status: Full-time Exempt

Position Summary: This position is responsible for recruitment, enrollment, and advising of new students to Arizona Christian University through the following channels: High Schools, Community Colleges, Alumni connections, College Fairs, Home School Families, the Internet and social media outlets. This individual may spend additional time working with businesses and churches to build relationships that produce applicants in all programs. In addition to admissions experience, this individual is expected to have a general knowledge of financial aid. The position will work directly in the day-to-day operations of the office and in activities necessary to achieve the university's strategic objectives. This position requires travel, both in Arizona and throughout the nation.

Prerequisite Qualifications:

- A. Education: Bachelor's Degree required
- B. Experience: Previous experience with admissions, academic advising or higher education.

REQUIRED JOB RELATED SKILLS AND EXPERIENCE

- Organized and goal oriented; self-directed and ability to work with limited guidance.
- Personable and able to create goodwill with colleagues and the general public.
- Ability to work cooperatively in a team environment.
- Effectively communicate with individuals of diverse personalities, education, and cultural backgrounds.
- The creative skills necessary to help develop a variety of marketing ideas and materials.
- Ability to solve problems, think critically and organize workload.
- Flexibility to handle a variety of duties and projects.
- Working knowledge of enrollment management computer software with general technical and analytical ability.
- Independent worker with good communication, organizational, and interpersonal skills.

DUTIES, TASKS AND RESPONSIBILITIES:

- Work towards recruitment goals by managing contacts, leads, and telephone and email communications, scheduling appointments with prospective students, conducting effective admissions interviews and enrolling qualified candidates
- Make initial contacts with churches; schedule and visit pastors to promote ACU.
- Recruit at college and career fairs and high schools
- Advise students of potential transfer credits and degree planner progression toward graduation.
- Work with social media channels to communicate to students about ACU.
- Identify opportunities to grow enrollment, attract students, gain efficiencies, and improve services.
- Assist and participate in enrollment events: open houses, orientations, etc.
- Respond to inquiries from prospective students.
- Advise and assist students through the admissions process, including providing initial information regarding financial aid and other forms of tuition assistance.
- Track receipt of application materials and provide immediate follow-up to inquiries, applicants, and others.
- Read, review and evaluate admission applications and materials, making appropriate recommendations.

Working Conditions:

Typical office hours are 8 a.m. to 5 p.m., but will often include nights and weekends. Individual will also travel within Arizona and throughout the nation.