

**EMMAUS BIBLE COLLEGE
POSITION DESCRIPTION**

Admissions Counselor

POSITION IDENTIFICATION

Position Title: Admissions Counselor

Department: Enrollment

Status: Full-time (12-month position), Exempt

Reports To: Director of Enrollment Services

POSITION SUMMARY

Admissions Counselors are responsible for developing recruiting strategies in the assigned territory and for recruiting students to achieve enrollment goals.

ESSENTIAL JOB FUNCTIONS

1. Responsible for the development of plans for communicating and promoting Emmaus Bible College with prospective students, parents and families, churches, camps, and Christian schools
2. Works with the Director on creating enrollment strategies that are outlined in the Enrollment Management Plan.
3. Creates regional recruitment plans for assigned territories including how to build relationships with churches, camps and Christian schools
4. Assists Director in identifying training needs and development of Admissions Counselors.
5. Plans and participates in Admissions Office events both on campus and in assigned territory.
6. Travels as necessary to promote the college at events such as college fairs, schools, camps, retreats, etc.
7. Responsible for maintaining consistent communication with an assigned group of prospective students.
8. Advises prospective students and parents of admissions requirements depending upon student type (first-time freshman, transfers, continuing education, non-degree seeking, audit, etc.).
9. Provides follow-up to prospective students using phone calls, texts and emails.
10. Advises applicants and their families of items need to complete their application file.
11. Maintains accurate, complete and timely communication documentation In the Customer Relationship Management (CRM) system (currently Salesforce).
12. Works as a team player with other members of the admissions team including helping as needed with prospective students normally assigned to another admissions counselor.
13. Completes routine reports related to schedule, recruitment efforts, and travel in a timely manner
14. Completes other duties as requested by the Director of Enrollment Services.

EDUCATION REQUIREMENTS

Bachelor's degree

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- Ability to work in a fast-paced environment with numerous priorities and deadlines
- Excellent interpersonal and communication skills (verbal, writing, spelling)
- Computer skills in Word, Excel, PowerPoint, email and database management
- Excellent initiative and productivity
- Detail orientation with ability to multi-task
- Strong service orientation and ability to work effectively with others in a team environment or independently
- Commitment to maintaining a high level of confidentiality
- Valid Driver's License with clean driving record
- Ability to work some evening and weekend hours
- Ability to plan, coordinate and complete recruitment related travel, sometimes to remote locations
- Ability to transport admissions materials, displays and other equipment
- Commitment to biblical higher education, generally, and the mission of Emmaus, specifically
- Values New Testament principles of church life and practice

PREFERRED QUALIFICATIONS

- Graduate of Emmaus Bible College or similar institution
- Former Emmaus Student Ambassador, Tour Guide, or Tele-counselor