

Memo to: College Community
From: Human Resources
Re: Open Position—PLEASE POST
Date: September 15, 2021

Position: Admissions Counselor

Summary Description: These professionals will work in partnership with various academic and administrative departments and programs to recruit prospective students. Reporting to the Director of Admissions, the primary task of the incumbent is to maintain systematic contact (follow-up) with each prospective student in their territory. This will be accomplished through phone calls, letters, electronic mail, text messages, personal visits and other activities. The Admissions Counselor is responsible for meeting enrollment goals of a recruitment region or specific population and/or participation/satisfaction goals of assigned programs/activities.

Description of Duties/Responsibilities:

Essential Functions

1. Conducts on-campus interviews and tours for campus visitors that may include but are not limited to youth groups, school groups, prospective students and their parents.
2. Conducts off-campus visits to secondary schools, churches, junior colleges and other educational institutions within assigned areas.
3. Conducts meetings with prospective students, guidance counselors, and student service agencies.
4. Represents Spring Hill at college fairs, youth groups, receptions and camps; represents the College at state and national admission and church related organizations.
5. Develops working relationship with high school guidance counselors, and other influencers in assigned territory.
6. Works with each prospective student in their territory and maintains systematic contact with these individuals using, e.g., phone calls, letters, electronic mail, text messages, personal visits and other forms of communication or activities.
7. Assists or coordinates activities involved in the recruitment and selection of students representing a targeted constituency for admission to the College; serves as reader for all applications from constituency group to ensure consistent review of qualifications.
8. Analyzes qualifications of prospective students utilizing established college admission standards, guidelines and criteria, reviewing unusual circumstances with supervisor as appropriate; submits evaluations and recommendations to the Director of Admissions regarding admissibility of applicants.

9. Corresponds with prospective students, applicants, college alumni, guidance counselors, members of the college community, and others seeking information on admission standards, academic and non-academic programs and student activities.
10. Assists or coordinates with others and participates in special areas of responsibility relating to constituency group, including but not limited to, the evaluation and selection of recipients for named and endowed scholarships, preparation of publications, and the design and evaluation of statistical studies.
11. Assists or coordinates one or more of the following admission activities/events: Badger Days, campus tours, student summer teams, or other events
12. Fulfills liaison activities with academic divisions and/or different departments such as Athletics or Alumni/Development concerning recruitment and selection of students in their respective areas.
13. Generates reports from the administrative database to inform decisions.
14. Conduct Saturday interviews.
15. Attends weekly staff meetings.

Marginal Functions

1. Serves as resource for other Admissions Office staff regarding programs or issues affecting constituency groups.
2. Manages student workers as requested or needed.
3. Assists other staff members when needed.
4. Performs other related duties as necessary.

Required Knowledge, skills and Abilities: Individuals must possess these knowledge, skills and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of the College.
2. Excellent communication and project management, skills.
3. Ability to become knowledgeable about all aspects of Spring Hill College including academic programs, campus events and activities, orientation, athletics, housing, financial aid, billing, College policy within two months after employment.
4. Ability to use all applicable databases to perform all job functions in an accurate and timely manner.
5. Demonstrated ability to follow direction, problem solve, manage multiple priorities and be held accountable for reaching admission benchmarks and enrollment goals.
6. Willingness and ability to obligate to travel, i.e., seasonal frequent business travel (overnight and same-day).
7. Ability to fulfill weekend, evening, and travel hours beyond the normal 37.5-hour workweek.

Qualification Standards:

Education: Bachelor's degree from an accredited college or university.

Experience: Experience in recruitment, marketing, retail, or other business-like environment is preferred.

Licenses: A valid motor vehicle license and approval from the College's automobile insurance carrier.

Other Considerations:

- This person is considered a responsible employee in accordance with College Title IX policies.
- Must be willing to submit to background checks. For example, the hiring process includes, e.g., a criminal history background search.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

Position is open until filled. To apply, please mail a cover letter and resume to: hbutler@shc.edu or Personnel Office, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608.