

Position: Admissions Recruiter, Office of Admissions

Summary Description:

Admissions Recruiters are expected to be able to work well both independently and in teams, manage projects, solve problems, and act as representatives of Spring Hill College in a positive manner. All admissions recruiters are responsible for being prospective students' first point of contact, managing general recruitment and application review tasks, and coordinating various projects with other teams.

Description of Duties and Responsibilities:

Essential Functions

- Manages a domestic or international territory, is the primary evaluator of applications for admission from those territories, and serves as an admissions committee member.
- Managing the territory includes conducting high school visits, attending college fairs, and hosting presentations virtually or by travel to the territory. Territory travel may last 6-8 weeks over a year and may include extended overnight stays.
- Delivers information sessions, specialized presentations, and participates in virtual and on-campus events for prospective students.
- Responds to inquiries via phone and email, providing a positive experience for all who interact with the department.
- Review applications for first-year, transfer, and summer program applications.
- Each Admissions Counselor will have additional responsibilities in the office. Responsibilities may include working with current student employees, print and web publications and social media, programs and events, and/or more.
- Weekend and evening availability is expected throughout the year for some aspects of the position, including application review, travel, and admissions events.
- Recruits and/or evaluates applicants for admission by speaking with, reading applications, and summarizing evaluations. Completes these routine tasks with guidance and instruction from others.
- Travels and recruits in an assigned geography, assisting with planning and delivering public presentations, special events, and other recruitment activities.
- Performs other related work as needed.

Minimum Qualifications

Minimum requirements include a college or university degree in a related field.

Preferred Qualifications

Education

- Bachelor's degree or on track to graduate with a Bachelor's degree.
- Spring Hill College alumni or Catholic liberal arts college alumni.

Experience

- A minimum of one year of relevant experience.

Licenses And Certifications

- Valid United States driver's license.

Technical Skills Or Knowledge

- Knowledge of Google Suite.
- Knowledge of Salesforce CRM.

Preferred Competencies

- Excellent verbal and written communication.
- Presentation skills.
- Customer service skills.
- Maintain confidentiality.

Working Conditions

- Work will occur in an office setting and remotely, during work-related travel, on and off-campus events, and application review season.
- Some travel.