**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.