



POSITION: Admissions Counselor

DEPARTMENT: Office of Admissions

POSITION SUMMARY

Admissions Counselors in the North Greenville University Office of Admissions are charged with providing a high-quality, personalized admission experience to prospective students and families.

RESPONSIBILITIES

- Serve as an active member of a highly-collaborative, team-oriented admissions office
- Learn and adhere to all NGU policies
- Learn Federal Financial Aid policies
- Communicate clearly, effectively, and regularly with prospective students and families through phone calls, text messages, emails, social media applications, campus visits and events.
- Cultivate positive relationships with prospective students and families
- Cultivate and support positive relationships with co-workers in addition to NGU staff and faculty, while supporting the enrollment process
- Meet and exceed personal recruiting goals, while contributing to the overall enrollment goals
- Expand the active recruiting area of the university by engaging students, schools, and school counselors in the assigned territory
- Assist with on-campus Admissions events



- Supervise student workers assigned to this position
- Represent the Admissions Office as a participant, attendee and/or regular presenter with professional organizations and their conferences, and participate as a leader in ways that benefit the profession
- Serve on various internal and external committees at the direction of the Director of Admissions.

QUALIFICATIONS

- Bachelor's Degree
- Computer literacy and knowledge of Microsoft Office. Some knowledge of programs such as Jenzabar J1, Slate, or similar customer relationship management software programs is preferred
- Possess and maintain a valid driver's license
- Excellent interpersonal, written, and public communication skills
- Ability to organize, prioritize and problem solve with frequent interruptions
- Supports NGU's mission statement and core values, commitment to a Christian lifestyle and character in keeping with biblical model

PHYSICAL REQUIREMENTS

- **Hearing:** Hear well enough to communicate with students, visitors, co-workers, and vendors
- **Dexterity:** Grasping, feeling, writing, type and use the telephone, copier, and computer systems



- **Mobility:** Stand for long periods of time; walk, while carrying recruiting materials; move between departments and attend meetings across campus
- **Talking:** Frequently convey detailed, accurate, and important information in a manner that can be clearly understood
- **Lifting, Pulling, and Pushing:** Exert up to 40 pounds of force occasionally
- **Cognitive/Emotional:** Ability to critically think and concentrate. Must be able to adapt and respond quickly to the needs of students, students' families, and co-workers

WORKING RELATIONSHIPS

This position is a full-time position in the Office of Admissions. The Admissions Counselor reports directly to the Associate Director for Recruiting.

WORK SCHEDULE

The Office of Admissions is open Monday through Thursday, 8:30 a.m. – 5:00 p.m., and Friday 8:30 a.m. – 3 p.m. Summer hours may vary. Office hours are subject to change as deemed necessary. Occasional work on Saturdays and evenings is required.

TRAVEL

Consistent travel is required of the Admissions Counselor. The counselor will travel to assigned territories in order to promote the university, and will occasionally travel to additional events, schools, and destinations on behalf



of the Admissions Team. Mileage Reimbursement is offered for any work-related travel.

This job description in no way states or implies that these are the only duties to be performed by the employee. This new team member will be required to follow other instructions and to perform other reasonable duties as requested by his or her supervisor.