



**POSITION: ADMISSIONS COUNSELOR/DUAL ENROLLMENT
COORDINATOR**

DEPARTMENT: OFFICE OF ADMISSIONS

The Admissions Counselor/Dual Enrollment Coordinator in the North Greenville University Office of Admissions is charged with providing a high-quality, personalized admission experience to prospective undergraduate and dual enrollment students. The Admissions Counselor/Dual Enrollment Coordinator will also support and serve the Dual Enrollment partners and administrators as they help recruit and send students to NGU.

RESPONSIBILITIES

- Serve as an active member of a highly-collaborative, team-oriented admissions office
- Learn and adhere to all NGU policies
- Learn and assist students/families with Institutional and 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 and support positive relationships with co-workers in addition to NGU staff and faculty, while supporting the enrollment process
- Cultivate positive relationships with prospective undergraduate and dual enrollment students, and current dual enrollment students and families
- Meet and exceed personal recruiting goals for the dual enrollment program, while contributing to the overall enrollment goal. Maintain two simultaneous dual enrollment funnels - a) high school into early college programs, and b) early college programs into matriculated NGU students.



- Expand the active recruiting area of the university by engaging students, schools, and school counselors interested in dual enrollment opportunities
- Collaborate regularly with the Senior Director for Enrollment Engagement to facilitate new dual enrollment partnerships and pipelines
- Collaborate regularly with Academic Records, Student Services, and Office of Academics to ensure that the enrollment needs of prospective and current dual enrollment students are met
- Meet and exceed personal recruiting goals for the assigned undergraduate territory
- Expand the active recruiting area of the university by engaging students, schools, and school counselors in the assigned undergraduate territory
- Travel and attend college fairs, college awareness events, high school visits, awards presentations, and other events that support the University's recruitment strategies
- Assist with all 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/Dual Enrollment Coordinator 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

Regular travel is required of the Admissions Counselor/Dual Enrollment Counselor. This person will travel to assigned schools 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.