



**Mississippi
College**
A CHRISTIAN UNIVERSITY

Enrollment Management and Student Affairs *Office of Admissions*

Title: Admission Counselor for Graduate and Professional Studies

Department: Enrollment Services

Reports to: Director of Admission for Graduate and Professional Studies

Position Summary

The focus of this position is to recruit graduate and adult students to Mississippi College.

Essential Functions

Reporting directly to the Director of Admission for Graduate and Professional Studies, the admission counselor will participate and coordinate activities designed to introduce adult prospects, applicants and other constituents to Mississippi College.

Other Responsibilities

- The admission counselor should recognize that any activity related to the role and scope of the enrollment services division is his/her personal responsibility.
- The admissions counselor is expected to attend college/career fairs locally and at other 4 year universities, meet with business leaders to recruit at area companies, have private meetings with students to discuss their enrollment.
- Evaluate applicants for admission using established goals and objectives within the Office of Enrollment Services.
- Counsel applicants on admission requirements.
- Direct information sessions and meet with prospective students and external constituents.
- Participate in all recruiting initiatives for the Office of Enrollment Services including extensive personal follow-up on inquiries and assistance with applicants through enrollment.
- Work closely with the other members of the Enrollment Services team to accomplish unit goals.
- Assist with recruitment correspondence and other follow-up activities needed to communicate with prospective/accepted students.
- Assist with the initial review of applications for entering students, the development and coordination of recruitment events and other activities for prospective students, both on and off campus.

- The admission counselor should be knowledgeable of the recruitment guidelines developed by the following organizations: NABEP (National Association of Baptist Enrollment Professionals); NACAC (National Association of College Admissions Counselors); and NACCAP.

Education, Skills, and Experience Required

Bachelor's degree required. Masters degree preferred. Candidate should have excellent oral and written communication skills, creativity, and must possess an ability to work with others and be willing to continuously improve processes-recruitment strategies. Must be available for evenings, weekends and must possess valid driver's license.