

# MISSISSIPPI COLLEGE

*A Christian University*

## Office of Enrollment Services *Office of Admissions*

**Title:** Regional Admissions Counselor

**Department:** Enrollment Services

**Reports to:** Director of Regional Recruitment

### **Position Summary**

The primary function of this position is to generate interest and applications for all student populations within a specified region of the country. This individual will be responsible for taking a prospect from the inquiry status all the way to the enrolled status. This individual will primarily recruit new undergraduate students (both freshmen and transfer), but will be called upon to aid in the recruitment of graduate and online students from her/his recruiting area.

This position will be full-time - 12 months out of the year.

### **Essential Functions**

- Will be expected to visit approximately 10-20 schools per week from the months of August through May. School visits may entail attending a college fair, scheduling a private visit with the school through the counseling office, or dropping off MC materials to guidance counselors.
- Will be expected to meet with students and families at restaurants, coffee shops, churches, etc. during the months of June and July.
- Will be required to communicate via phone and Skype to the Director of Freshman Recruitment on a regular basis to discuss strategy, tactics, goals, etc.
- Will be required to travel to MC's campus for a predetermined amount of time during the months of June and July.
- Will be required to attend the team-wide training sessions on campus before travel season begins.
- Must be comfortable with giving presentations to small and large groups.
- Will be an advocate for Mississippi College to prospective students and their families, as well as to guidance counselors, school officials, local businesses, alumni, local pastors and other constituents.
- Will be required to meet weekly and monthly productivity goals throughout the entire year.

- Counseling prospective students on admissions requirements and scholarship opportunities.
- Host information sessions with prospective students/families and guidance counselors in order to generate interest.
- Attend career fairs and visit local businesses/healthcare institutions for the purposes of online and graduate recruitment.
- Plug into and help expand the MC Alumni network in the specific region
- Travel to MC's campus throughout the year for orientation sessions, preview days, training sessions, and other team-related events.
- Attend the training conferences with the Admissions team in the Summer.
- The Regional Admissions 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 NCAA Division II.

### **Education, Skills, and Experience Required**

Bachelor's Degree required. Candidate should have excellent oral and written communication skills, creativity, and must be disciplined while working independently. Must be available for evening college fairs and must possess valid driver's license. Must possess a strong mindset of diligence in all things he/she undertakes, a strong initiative and high levels of self-motivation, a highly relational and highly productive nature, and strong time-management skills.

### **Sunset Clause**

A sunset clause will be built into the contract that allows us to terminate the position if the position isn't generating a target amount of revenue after three years.