



A CHRISTIAN UNIVERSITY

**Enrollment Services
Job Descriptions**

April 2024

Undergraduate Admissions Counselor

What We're Looking For

As an MC Admissions Counselor, you are a key element of the recruitment process for various regions of the country. You will be the frontline team member that creates MC's first impression to prospective students, families, and key stakeholders. You will generate quality leads from a variety of sources as you find students interested in taking the next step of their higher education journey. You will also cultivate those leads by forming strong relationships and providing wise counsel throughout the college recruitment process. You'll work hard to ensure MC's brand awareness is strong throughout your assigned recruitment area, which entails fostering relationships with high school counselors, churches, alumni, and other opinion leaders who can partner with you in promoting MC's brand. You will be expected to travel around your assigned region scouring the landscape for interested students to join the MC family. One of the key reasons you wake up every morning is to help guide prospective students toward the right decision of where to attend college, and you can't wait to share how God can use MC in their lives to help them reach their potential.

Who You Are

- You desire to work from MC's main campus but travel to recruit students in the market in which you will manage.
- You have the ability to enhance MC's brand awareness in multiple recruiting markets.
- You have the personal drive and diligence to master your craft.
- You are eager to participate in brainstorming/conceptual discussions to share new content ideas and perspectives.
- You enthusiastically stay up-to-date with the latest best practices.

- You have a passion for experimenting with new development techniques.
- You enjoy travel and meeting new people
- You enjoy engaging with high school and transfer students.
- You pride yourself on prompt and thorough follow-up to phone calls and email communication.
- You have strong communication skills, both verbal and written, and highly developed problem-solving skills.
- You love maintaining a solutions-first mindset in high-pressure situations.
- You dream about driving results in a dynamic environment.
- You are comfortable giving public presentations to any group size.
- You are detail-oriented and a self-starter with enviable organizational and relational skills.
- You must be available for some evenings, weekends, and overnight travel.
- You are a self-starter that doesn't need lots of hand-holding after a thorough training.
- You are a positive influence on any team.
- You are committed to the mission and vision of MC.

Nice to Haves

- Experience with planning events
- Knowledge of basic computer operations
- Experience managing and allocating an institutional budget.

Reports to: Director of Undergraduate Recruitment

FSLA Status: Exempt