



**Mississippi
College**

A CHRISTIAN UNIVERSITY

Enrollment Management and Student Affairs *Office of Admissions*

Title: Admissions Counselor for Adult Recruitment

Department: Enrollment Services

Reports to: Director of Graduate & Professional Studies

Position Summary

The Admissions Counselor for Adult Recruitment will be responsible for the recruitment of transfer undergraduate students and for the planning of admissions-related adult recruitment events. He/she will provide input on all transfer-related initiatives, and will retain a territory and work with prospective transfer students and their families to the point of enrollment.

Essential Functions

- Aiding in the strategic planning and management of transfer recruitment.
- Conferring with the Office of Admissions leadership team (Dean of Enrollment Services, Director of GPS Admissions, and Director of Admissions) to lead the office.
- Assisting the Director of GPS in the oversight of event coordination on and off campus including: campus visits, orientation, class presentation.
- Maintaining a territory and working with prospective transfer students and their families in the recruitment and admissions process.
- Should be knowledgeable of the recruitment guidelines developed by the following organizations: ASBAP (Association of Southern Baptist Admissions Professionals); NACAC (National Associations of College Admissions Counselors); and NCAA Division II.
- Aids all adult students enrolling in an undergraduate program including, ADP, online or traditional day.
- Coordinates first semester registration for all new ADP students.

Education, Skills, and Experience Required

Bachelor's Degree required. Candidates for this position should have strong leadership skills; excellent communication skills; and the ability to collaborate effectively with others. A valid driver's license is required.