



A CHRISTIAN UNIVERSITY

Enrollment Services Job Descriptions

January 2025

Admissions Coordinator - Graduate

What We're Looking For

As an Admissions Counselor, you are a key element of the recruitment process for prospective graduate students. 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 grad school recruitment process. You'll work hard to ensure MC's brand awareness is strong throughout your assigned recruitment area. You will be expected to travel around your assigned region scouring the landscape for interested students to join the MC family. You will work closely with your assigned department(s), partnering with them to plan recruitment, serve prospective students, and act as a liaison between the department and admissions office. 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 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 graduate and professional 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 thorough training.
- You are a positive influence on any team.
- You are committed to the mission and vision of MC.
- You are knowledgeable with and adhere to all NACAC and NACAP standards.
- You hold a bachelors degree and have a passion for helping others through the college admissions process.
- You are humble, hungry, and smart. Not one or two of them, but all three.
- You thrive in an ever-changing landscape. Higher education is constantly changing. Nothing is ever black and white. That kind of context makes you come alive!

Nice To Haves

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

Reports to: Director of Graduate Admissions

FSLA Status: Exempt