

# MISSISSIPPI COLLEGE

*A Christian University*

## Enrollment Management and Student Affairs *Office of Admissions*

**Title:** Admissions Counselor

**Department:** Enrollment Services

**Reports to:** Director of Admissions

### **Position Summary**

The focus of this position is to recruit undergraduate students to Mississippi College.

### **Essential Functions**

Reporting directly to the Director of Admission, the admissions counselor will participate and coordinate activities designed to introduce 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 fairs, visit schools and guidance counselors, conduct campus visits with students and parents, as well as overall territory management duties.
- Evaluate freshmen and transfer applicants for admission using established goals and objectives within the Office of Admission.
- Counsel applicants on admissions requirements and scholarship process as well as award said scholarships.
- Direct information sessions and meet with prospective students, their families and school officials.
- Participate in all recruiting initiatives for the Office of Admission including extensive personal follow-up on inquiries and assistance with applicants through enrollment.
- Direct, plan, and assess many of the major recruitment objectives of the office of Admission in a determined geographical territory.
- Work closely with the director of admission, director of campus visits, admission counselors and student recruitment team members.
- Assist with telecounseling, answering emails and other follow-up activities needed to communicate with prospective students.

- Assist with the initial review of applications for entering students, the development and coordination of Open House events and other events for prospective students and their families, 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 NCAA Division II.

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

Bachelor's Degree required. Candidate should have excellent oral and written communication skills, creativity, and must possess an ability to work with others and independently. Must be available for evenings and weekends and must possess valid driver's license.

FLSA Classification: Exempt