

# MISSISSIPPI COLLEGE

*A Christian University*

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

**Title:** Admissions Counselor

**Department:** Enrollment Services

**Reports to:** Director of Admissions & Enrollment Operations

### **Position Summary**

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

### **Essential Functions**

Reporting directly to the Director of Admissions, the admissions counselor will coordinate activities designed to introduce prospects, applicants and other constituents to Mississippi College. These efforts will be guided largely by the use of market research and CRM capabilities.

### **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 oversee any recruitment duties within their territory.
- Evaluate freshmen and transfer applicants for admission using established goals and objectives within the Office of Admission.
- Counsel prospects 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.
- Has the ability to collaborate effectively and harmoniously with others as this is a team operation.

- 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 admissions-related 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