

Belmont Abbey College, Inc.
Admissions Counselor
June 1, 2010

Incumbent: _____

Signature _____

Reports To: Director of Admissions

Signature _____

Date Assumed Position: _____

FLSA Status: _____

Employment at Belmont Abbey College is at will, which means that the incumbent or Belmont Abbey College may terminate employment at any time with or without cause. This Accountability Charter does not imply an employment contract. No employment practice at Belmont Abbey College is intended to create a contract of employment. The signature of the incumbent acknowledges review of this Accountability Charter and that the incumbent understands the general nature of the accountability's and qualifications for this position.

Accountability Charter

Summary

The Admissions Counselor manages, plans, coordinates, and participates in all recruitment programs and related activities for the purpose of providing the College with a representative applicant pool in order to achieve enrollment objectives.

Personal Characteristics

The incumbent must be an effective communicator with strong interpersonal skills, listening skills, public relations skills, polished oral and written communication skills. The incumbent must possess leadership qualities that embody integrity, adaptability, confidence, diplomacy, ethics, motivation, reliability, self-management, and teamwork. The incumbent must be energetic and creative with the ability to maintain organizational skills in a fast-paced, multi-tasking environment.

In addition to the personal characteristics already described, the incumbent supports, embraces, and instills the habit of excellence and virtue to foster the vision of Belmont Abbey College as a Benedictine institution that finds glory in the true, the beautiful, and the good. The incumbent will consistently demonstrate skills, attitudes, and stable disposition of character to support the richness of our Catholic and Benedictine identity while fostering the development of mind, body, and spirit in our students, our staff, and the greater community.

Qualifications

The ideal candidate will have a Bachelors Degree in Business Management, Marketing, Psychology, Communications, or a related field with a minimum of 1 year of experience working in an admissions office or at a college campus. Proficiency with Microsoft Word, Excel, Outlook, and PowerCampus are required. A comfort level with public speaking and supervising others is required. The work environment is an office setting which requires the ability to work odd shifts, travel up to 50% of the time by air or car, sit continuously at a computer, and be able to lift up to 50 pounds.

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Overall Objectives

The Admissions Counselor assists the Director of Admissions in the supervision and leadership of the office, contributes to the vision and outreach strategies of the office in conjunction with the College's vision and strategic plan, and assists in the hiring, training, and supervision of the Admissions staff in all areas of their responsibilities. The Admissions Counselor contributes to the development and implementation of admission policies and procedures. The Admissions Counselor assists with coordination of all on campus recruiting events. The Admissions Counselor manages and assists in the training and assignments of student Ambassadors and tour guides. The Admissions Counselor assists with the management of territories of prospective students, travel budgets, and travel arrangements. The Admissions Counselor acts as a liaison to the Athletic Department.

Direct Reports:

None

Specific Accountabilities:

- Assists in the training of new Admissions Counselors.
- Interviews and counsels prospective freshman, transfers, international, and non-traditional students.
- Analyzes and reviews applications, transcripts, test scores, essays, and recommendation letters to determine admissions status and merit scholarship awards.
- Utilizes PowerCampus database for extensive recruitment follow-up and travel planning.
- Maintains verbal and written correspondence for follow-up with prospective students, parents, and guidance personnel for general college information, file status, financial aid, college fairs, and private visits.
- Researches geographic areas for purpose of travel and recruitment.
- Coordinates travel in and out-of-state for national fairs, public and private high school fairs, church visits, community and junior college visits.
- Manages budget for travel during college fairs and private visits.

Disclaimer:

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.