Job Opening

Position: Admission Counselor
Full Time—12 Months

Reports to: Director of Admission

OCCUPATIONAL SUMMARY:

The Admission Counselor plans, coordinates, conducts, and evaluates the recruitment of new students from a specified geographic region or population. As an outreach agent of Houghton College, the Admission Counselor establishes and maintains contacts with key constituents to promote program and service offerings. The Admission Counselor promotes Houghton College through direct interaction with prospective students and families.

DUTIES AND RESPONSIBILITIES:

- Read, review, and recommend applicant files for admission based on Houghton College admission requirements.
- Meet with prospective students and families on-campus to explain the opportunities available at Houghton College and offer counsel regarding the admission, enrollment and financial aid process.
- Assists with implementation of on-campus recruitment events and programs in conjunction with visit staff. Conduct information sessions and campus tours as necessary.
- Regularly reach out to prospective students and families via phone calls, emails, and other forms of communication.
- Participate as part of a collaborative admission team, working closely with fellow admission counselors, admission directors and visit office staff to achieve enrollment goals.
- As directed, regularly visits high schools, community colleges, churches, and college partners to provide information and pre-admission information sessions. Represents Houghton College program offerings at college fairs and other recruitment events.
- Work to engage faculty, staff, and students from around campus in the recruitment process.
- Regularly assess the effectiveness of recruitment activities and think creatively about how to increase the quantity and quality of prospective students from assigned geographic region.
- Supervise an admission intern and assign responsibilities accordingly.
- Perform other duties incidental to the work described herein.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all the duties, responsibilities, and skills required for this position.
MINIMUM REQUIREMENTS:

- Bachelor’s degree required
- Computer and database management skills including Microsoft Office (Excel, Access, PowerPoint).
- Ability to maintain confidentiality
- Detail oriented
- Excellent oral and written communication skills for interaction in person, by phone, and in writing
- Proven orientation toward quality service and teamwork
- Valid driver’s license
- Ability to lift 20 pounds; sedentary work; sitting for extended periods
- Evening and weekend work required including multi day travel and admission events

PREFERRED REQUIREMENTS:

- Training/experience in admissions, counseling/advising or relevant higher education experience
- Familiarity with Houghton College

Interested applicants should send a cover letter, resume, statement of Christian commitment, and the names and phone numbers of three references to:

Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu
(Application materials preferred via e-mail)