Position: Admission Travel Representative
Temporary — 3 Months (mid-August 2015 through mid-November 2015)

Reports To: Assistant Director of Admission

Occupational Summary
The Admission Travel Representative conducts, and evaluates the recruitment of new students from a specified geographic region or population. As an outreach agent of Houghton College our admission travel representatives promote the college through direct interaction with prospective students and families at college fairs, high school visits, church visits, and other admission related events.

Essential Duties and Responsibilities
• As directed, regularly visits high schools, community colleges, churches, and college partners to provide information and pre-admission information sessions. Represent Houghton College program offerings at college fairs and other recruitment events.
• Assist with on campus admission events as needed.
• Work closely with our admission counselors and staff to maintain timely communication and connection with prospective students and families.
• As directed, manage inbound email, telephone, and on-line inquiries pertaining to admission information about Houghton College.
• Communicate extensively with admission counselors regarding interactions with prospective students, families, and high school guidance counselors.
• Regularly assess effectiveness of recruitment activities and think creatively about how to increase the quantity and quality of prospective students from assigned geographic region.
• Perform other duties incidental to the work described herein.

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
• Evening and weekend work required including extended periods of travel

To apply please submit a cover letter, resume, three references, and statement of Christian commitment to:
Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu
(Application materials preferred via email)