Job Opening

Position: Admission Travel Representative
Temporary — 2-3 Months (mid-August through mid-November)

Reports to: Director of Admission

Responsibilities:

- Coordinate student recruitment within a geographical region, including travel to high schools, college fairs, youth events, and churches in collaboration with admission staff.
- Communicate extensively with admission counselors regarding interactions with prospective students, families, and high school guidance counselors.
- Evaluate and report on college fair, high school visits and other recruitment experiences.
- Meet as needed with admission staff.
- Perform other tasks and responsibilities as requested.

Qualifications:

- Driver’s license and evidence of past responsible driving history
- Excellent written and oral communication skills
- Bachelors degree

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)

Application materials will be accepted until the position is filled