



Admission Travel Representative

Full time, temporary
2-3 months (Late September through mid-November)

Reports to: Director of Residential Undergraduate Admission

Nature of Position:

The Houghton College Admission Office strives to inspire prospective students and parents to choose Houghton through personalized, authentic, and compelling outreach within a Christ-centered culture of continual learning, creativity, and collaboration. The Admission Travel Representative will serve a vital role assisting with the recruitment of students.

Essential Responsibilities:

- Coordinate student recruitment within a geographical region, including travel to high schools and college fairs, in collaboration with admission staff
- Communicate with prospective students, families, and colleagues about Houghton's offerings
- Communicate extensively with enrollment advisors 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:

- Valid driver's license
- Excellent written and oral communication skills
- Bachelor's degree

This position includes evening hours, extensive travel, and some weekends.

**Houghton College is fully committed to a culturally diverse faculty, staff and student body.
Successful candidates will evidence similar commitments.**

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review Houghton College's Community Covenant and Doctrinal Statement available here:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

1. Please provide a brief description of your journey to Christian faith. In what ways are you currently participating in a local church or fellowship?
2. Review the College's Vision for a Common Life statement. Based on your reading, what resonates deeply with you?
3. Based on your reading of the Vision for a Common Life, what would most challenge you about our learning community?
4. If you have significant concern with one of Houghton's beliefs or practices, how would you work with the concern to preserve both the community's integrity and your own?