

Job Posting

Position: Admission Counselor
40 hours, 12 Months (some overtime as approved)
Hiring pay range \$16.75-18.25/hour

Reports to: Director of Admission

OCCUPATIONAL SUMMARY:

The Houghton University 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 Counselor plays a vital role in fulfilling this mission. The Admission Counselor strives to inspire prospective students and their parents to choose Houghton through personalized, authentic, and compelling outreach within a Christ-centered culture of collaboration.

ESSENTIAL FUNCTIONS:

- Serve as a vital member of a highly-collaborative, team-oriented admission office
- Cultivate relationships with prospective students and families, build connections, and serve students within an assigned territory
- Communicate with prospective students from the first point of interaction through enrollment decision
- Evaluating applications for admission and making recommendations to the Admission Committee
- Assist with on-campus events and represent Houghton at off-campus events
- Travel to participate in college fairs, conferences, high school visits, and other recruitment events
- Meet or exceed enrollment goals and objectives
- Partner with faculty, staff, and students in the recruitment process
- Work collaboratively with other recruitment staff and student interns
- Perform other duties as assigned

SUCCESS PROFILE:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- Communication: Must possess excellent oral, written, and presentational skills
- Organization and Attention to Detail: Must be well-organized, responsible, and consistent
- Approachability: Should convey a caring and respectful attitude toward others and have excellent interpersonal skills
- Pace: Must be able to work under pressure and multi-task in a fast-paced environment

MINIMUM REQUIREMENTS:

- Bachelor's degree
- Computer and software proficiency skills, including but not limited to the Microsoft Office suite
- Excellent oral, written, and presentational skills
- 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. During the peak travel season (September to November) this may include 8-10 weeks of consecutive travel.

PREFERRED REQUIREMENTS:

- Training/experience in sales, admission, or relevant higher education or organizational experience

Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

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 the following documents:

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

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

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.