

# Admissions Counselor

## Posting Details

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<b>Position Title</b>	Admissions Counselor
<b>Job Description</b>	<p>The Admissions Counselor is responsible for recruiting students, representing the University in a positive and effective manner, and promoting Missouri Western State University to prospective students, their parents, and the community.</p> <p><b>ESSENTIAL DUTIES:</b></p> <ul style="list-style-type: none"> <li>•Manages and meets target goals within a recruiting territory. This requires making contact and developing relationships with counselors, visiting high schools and community colleges, attending athletic and other high school &amp; community related events and helping students make the transition from high school to college.</li> <li>•Assists with the Griffon Orientation and Griffon Edge along with academic advising and scheduling.</li> <li>•Aids in review and development of internal and external correspondence and promotional materials and keeps apprised of competitors' materials.</li> <li>•Recruits non-traditional students, junior college transfer students and special needs students on campus, as well as in recruiting area.</li> <li>•Rotates the weekly in-house counseling sessions with campus visitors.</li> <li>•Coordinates special programs and visits, such as Griffon Expresses. Assists with Showcase visit days, business/industry visits, operation outreach visits, and counselor luncheons/dinners in territory.</li> <li>•Attends day, night and weekend college fairs in the Fall and Spring.</li> <li>•Performs other duties of a similar nature or level.</li> </ul>
<b>Required Qualifications</b>	<p>Education:</p> <ul style="list-style-type: none"> <li>•Bachelor's degree from an accredited college or university.</li> </ul> <p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> <li>• General services and procedures of colleges</li> <li>•Financial aid programs and scholarships</li> <li>•Registration/Orientation setup and processes</li> <li>•Perceiving the needs of students through the admissions process</li> <li>•Time management in and outside of the office</li> <li>•Written and verbal communication</li> <li>•Assessing situations and suggesting and implementing strategies</li> <li>•Working with diverse external and internal contacts</li> <li>•Organizing and presenting information</li> <li>•Training and coordinating student leaders</li> <li>•Communication, as applied to interaction with students, coworkers, administration, and the general public</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>•One year of experience in student recruiting preferred</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>•Medium Work</li> <li>•Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects</li> </ul>
<b>FLSA</b>	Exempt
<b>Additional Demands</b>	<ul style="list-style-type: none"> <li>•Valid driver's license</li> <li>•Membership in the Missouri Association of College Admission Counseling (preferred)</li> <li>•Seasonal and overnight travel.</li> <li>•May be subject to night and weekend work.</li> </ul>
<b>Hours of Work</b>	M-F 8:00am-4:30pm
<b>Posting Number</b>	S120P
<b>Open Date</b>	11/18/2020
<b>Priority Deadline</b>	12/07/2020
<b>Open Until Filled</b>	Yes

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. Do you have a bachelor's degree?
  - Yes
  - No
2. How many years of experience do you have in this type of position?
  - 0-1
  - 1-3
  - 3-5
  - 5-7
  - 7+
3. Are you available to work weekends?
  - Yes
  - No
4. Do you have a valid driver's license?  
(Open Ended Question)

## Documents Needed To Apply

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### Required Documents

1. Resume
2. Cover Letter
3. Transcripts (unofficial)
4. References (3-5 with contact information)

### Optional Documents