

Closing date: TBD

Questions? Contact Georgia Drewes at DrewesG@NewmanU.edu!

Click here to apply online: <https://newmanu.edu/administration/human-resources/job-openings>

Admissions - Wichita, KS - Full Time

Occupational Summary:

This position is responsible for the successful achievement of recruitment goals for prospective students within an assigned territory; a strong commitment to, and enthusiasm for Newman University and its mission; a clear understanding of and a good faith effort to acknowledge the institution's commitment to the Catholic mission and teachings of our small Liberal Arts environment; a sincere interest in working with prospective students and their families from diverse backgrounds which includes offering a personalized, enthusiastic and comprehensive service through the recruiting process. The Admissions Counselor provides leadership to peers through conduct, attitude, and professionalism and must understand the University's policies and procedures and exercise judgment accordingly. This is a salaried position with an average workweek of 45 hours with some weeks being higher during the travel season.

The Admissions Counselor will assist in and be responsible for all aspects of the admissions and recruitment process including, but not limited to – fall, spring, and summer recruitment travel, maintaining office hours over the summer for walk-ins and registrations days; requiring professional and research-based management of a recruitment territory; counseling diverse prospective students and parents throughout the college application and selection process; assisting guidance counselors, faculty, alumni/ae, and prospective students and parents to better understand the University's mission and degree programs through personal interviews, group presentations, and extensive follow-up communication; conducting thorough application review of admissions materials and provide decisions in a timely fashion; assisting in all recruitment related events both on- and off-campus; and representing the University with the utmost of professionalism at all times.

Work Performed:

1. Actively recruit students from an assigned territory while also supporting the team in all territories in order to meet the overall goal.
2. Develop relationships within your territory; may include high school, colleges, community partners, and etc.
3. Maintain relationships with prospective students through constant communications; text messages, phone conversations, e-mail, social media, and etc.
4. Meet with students and parents through the recruitment process.
5. Required to support the Admission's team in all recruiting efforts; this includes attending local fairs, college nights, community events, national events, and wherever needed.
6. Must have an appreciation of cultural differences, personal and professional values, and how these affect the workplace; this includes creating an inclusive and supportive work environment.
7. Participate in all on- and off-campus events; including nights, and weekends.
8. Attend all scheduled morning coffee talks and staff meetings.

A Degree of Difference

9. Inform students about the availability of scholarships offered at Newman University.
10. Remain current on all relative information pertaining to the University, in order to better assist in recruiting efforts.
11. Required to adhere to the University purchasing policy as well as any other policy and procedures; this includes taking ownership of purchases and expenses which includes submitting monthly expense reports, etc.
12. Identify and develop new recruitment areas.
13. Recruit and process various applications from inquiry to enrollment.
14. Maintain regular communication with applicants, track weekly progress on all applications, and keep files up-to-date utilizing Newman's CRM.
15. Maintain a travel schedule, manage a travel budget, and submit weekly reports.
16. Assist in developing goals and strategies to support your personal and departmental recruitment efforts.
17. Assist in the marketing of the University through collaborative efforts with the Admission's team.
18. Work with the individual athletic programs in order to better assist in the recruitment of student-athletes.
19. Assist Admissions and participate with event planning, digital marketing strategies, data analytics, and/or where any group task where we may need assistance to offer the best customer service to our prospective students.
20. Other duties as assigned.

Required Qualifications/Education/Experience/Skills/Training:

1. Bachelor's Degree required or three years related work experience in sales, retail, marketing, and/or higher education.
2. Requires up to 50% travel time.
3. Able to speak publicly in front of others.
4. Ability to operate a motor vehicle and pass a motor vehicle report.
5. Fluent in social media platforms.
6. Works well with parents, teenagers, and older adults.
7. Position may interact with upset and/or difficult customers.
8. Ability to work in a fast-paced office setting and handle frequent interruptions.
9. Strong organizational, interpersonal, and communication skills essential.
10. Ability to handle confidential information in a discreet manner.
11. Ability to pass a required background check.
12. Must be available to work nights and weekends.
13. Must be authorized to work in the United States.

Preferred:

1. Prior experience with a CRM.
2. Fluency in Spanish is strongly preferred.
3. Ability to understand multiple degree and non-degree programs.

Founded in 1933, Newman University is a liberal arts institution grounded in Catholic values and traditions, yet is respectful of all faith traditions. At Newman you'll find people, programs, organizations and activities designed to educate the mind and inspire the spirit. Our low instructor-to-student ratio and collaborative faculty contribute to a

positive learning environment. We are a sponsored ministry of the Adorers of the Blood of Christ, US Region. We invite you to help us empower our graduates to transform society!

Newman University is an Equal Opportunity Employer. The equal employment opportunity (EEO) policy of Newman University provides for a fair and equal employment opportunity for all employees and applicants regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability or status as a protected veteran.

In compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008, Newman University will provide reasonable accommodation to applicants with a disability in completing the application form or in the interview process. Please notify the Human Resources Office at (316) 942-4291, ext. 2202 or email hr@newmanu.edu in advance so necessary arrangements can be made.