**Washburn University invites applications for an Admissions Counselor.**

**Position Summary:** The Admissions Counselor promotes Washburn University to prospective students and organizations. Works to increase inquiries and convert applications into enrolled students. Manages a recruitment territory by contacting, visiting, and informing prospective students about the University’s culture, mission, and life on campus. This position is highly integral to the continued growth and vibrancy of the institution and will administer all aspects of the college search and admissions process with prospective high school and transfer students. This position works with other staff to assure enrollment goals are met regarding applications, acceptances, and enrolled students. Overnight travel and evening phoning are required.

**Essential Job Functions of Position**

Interpret and analyze data from completed recruitment activities to determine those that have been the most successful in improving overall yield, and establish goals for the approaching recruitment year. Develop and implement a territory recruitment plan to maximize recruitment efforts for an assigned territory and enhance support of overall admission goals.

Document all student interactions and information that will be beneficial in the recruitment and reporting process. Compile and assess data, develop and prepare reports of recruitment activities, successes and challenges to Admissions and Enrollment Management administrators.

Schedule visits to high schools, community colleges, participate in college fairs, and other recruitment events to communicate the educational opportunities available at Washburn University to external populations, i.e., prospective students, parents, alumni, community college transfer students and adult learners.

Host prospective students during campus visits, information days, scholarship receptions and other on-campus events to help visitors get to know the University campus and learn about the opportunities and advantages Washburn University has to offer. Identify and recommend scholarships for students who demonstrate merit as the recruitment process progresses.

Communicate with prospective students, school administrators, guidance and/or college counselors and other vital decision makers in the college planning process in person, via phone calls, written and electronic communication, or through current technology to develop and nurture relationships to encourage enrollment and attendance at Washburn University.

Schedule, lead and direct the work of a student employee who will help develop the territory’s application pool.

Build relationships with faculty and University staff, serve on University committees, and perform additional job related duties as assigned or appropriate.

**Education and Experience:** Bachelor’s degree\*. Proven ability to multi-task and handle a variety of assignments.
Commitment to participate in professional organizations related to college admissions.
(\*Or degree completion by the end of current semester.).

Preferred: Experience in college admissions, higher education, and/or collegiate activities.

**Knowledge, Skills and Abilities:** Valid Driver’s License with driving record acceptable to the University. Ability to develop rapport and relationships with a variety of individuals including those from under-represented and diverse student populations. Flexibility to work irregular hours and to travel for extended periods. Ability to move and/or maneuver materials weighing as much as 30 pounds.

Preferred: Ability to speak and understand Spanish.

**Advertised Pay:** $32,500

**For earliest consideration please apply by: 7/8/2019**

**Direct Link to apply:** <http://washburn.peopleadmin.com/postings/1695>

**Background Check Required: Yes**

Washburn is an EOE and dedicated to providing a student-centered and teaching focused academic environment and a curriculum that engages the diversity of human experience across the globe. We seek candidates who are committed to Washburn’s efforts to create a climate that fosters the growth and development of a diverse student body, and we encourage applications from members of groups that have been historically underrepresented in higher education. Application materials should clearly articulate how the candidate will contribute to the University’s commitment to diversity and inclusion through their teaching, research, and/or service.

Washburn University provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status.