

McPherson College is seeking a full-time Admissions and Financial Aid Counselor. This position is a full-time, 12-month, exempt position. This position reports to the Associate VP of Enrollment and is eligible for college benefits.

McPherson College is a career-oriented liberal arts institution. It is located in McPherson, Kansas, about one hour north of Wichita, the largest city in the state. The college was founded in 1887 by members of the Church of the Brethren and remains committed to the values of the church: peace and justice, ethical behavior and putting faith into action. The mission of McPherson College is to develop whole persons through scholarship, participation and service. For more information, please visit www.mcpherson.edu.

The Admissions and Financial Aid Counselor is responsible for extensive contact with prospective students and their families. The position will be expected to manage a pool of prospects for multiple recruiting years as well as contribute to and be responsible for the successful achievement of the overall goals established for the admissions office as well as individual recruitment goals. Duties also include special programs, recruiting event and presentations.

Bachelor's degree required; 1-2 years experience in a small college setting preferred. Ideal candidate will be skilled at communicating with a diverse range of individuals, energetic in reaching out to prospective students and determined to set and achieve high recruiting goals. Accuracy, organization and attention to detail will be essential.

Travel is required. Additional evening hours once or twice a week with occasional weekend hours.

Please complete the on-line application below with a cover letter, resume and the names and contact information of three professional references.

McPherson College is an Equal Opportunity Employer, is committed to diversity, and encourages applications from women and people from traditionally underrepresented groups.