



## **Admissions Counselor**

Founded in 1933, Newman University is a liberal arts institution grounded in Catholic values and traditions, yet is respectful of all faiths. 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!

**We are currently looking for 2 individuals to join our team working with First-Time Students.**

### **Occupational Summary:**

This position is responsible for 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 Admission 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 Admission 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.

As an active member of the Newman Community, this position contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with

those of other faiths, cultures, or backgrounds. This position will articulate and connect the work of the Women's Basketball program with the Newman University mission and the responsibility to help prepare students to transform the world inspired by Catholic Social Teachings as exemplified by the Newman University Sponsors, The Adorers of the Blood of Christ.

**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. Participates in all on- and off-campus events; including nights and weekends.
8. Attend all scheduled morning coffee talks and staff meetings.
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 possess a clean driving record.
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.

## **Application Procedure**

The position is open until filled. Review of applications will begin immediately.

To apply, a candidate should submit, via the University [website](#), a current resume and a thoughtful letter of interest addressing how their professional experiences align with the desired characteristics for the position. A reference list with the names, phone numbers and addresses of three professional references, with an indication of the candidate's relationship to each must be supplied at the time of application. References will not be contacted without prior approval of the successful finalist.

Inquiries can be sent to Human Resources, 3100 W McCormick St, Wichita, KS 67213. 316-942-4291 x2202. [hr@newmanu.edu](mailto:hr@newmanu.edu).

Newman University is an Equal Opportunity Employer and is committed to enhancing the diversity of our University community. In support of this goal we seek qualified candidates with a wide range of backgrounds, perspectives and experiences for whom our mission resonates. We embrace diversity and encourage all who are interested to apply. 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](mailto:hr@newmanu.edu) in advance so necessary arrangements can be made.