

Admissions Counselor - Spanish Speaking

Admissions - Wichita, KS - Full Time

<https://newmanuniversity.applytojob.com/apply/BOpZ3jZ5PF/Admissions-Counselor-Spanish-Speaking?referrer=20220520140237ZSHQZLU0PD8HFJSR>

Occupational Summary:

The Admissions Counselor contributes to the pursuit of the university's enrollment goals through recruitment efforts within an assigned territory. The Counselor is knowledgeable about Newman programs and services and serves as a positive representative of Newman at college fairs, high school visits, community college visits, community programs, interviews, on-campus events and during daily visits. The Counselor identifies prospective students within the territory through travel and by personal outreach including phone, text, email, and social media. In addition to prospective students, the Admissions Counselor develops positive relationships with high school counselors, community college representatives, parents, and alumni within the territory. The Admissions Counselor is responsible for encouraging interest in Newman, assisting with application generation and completion, assisting families with the financial aid process, and serving as the point of contact for any other issues that arise during the admissions process. **This person must be fluent in Spanish.**

This position is responsible for cultivating and maintaining the institution's Catholic identity and its mission to empower graduates to transform society. As a member of the Newman community, the staff member will join with the institution's sponsors, the Adorers of the Blood of Christ (ASC Sisters), to witness God's love in Mission to empower others, foster oneness, celebrate life, form right relationships, and walk as compassionate companions. Additionally, 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.

Position is full time (40hrs) and works 12 months per year. Paid time off and benefits starting after first 30 days. Approximately 20 days off with pay for observed holidays/breaks with an additional 2 weeks of vacation time accrued per year. Tuition waiver for employee, spouse and eligible dependents after one year of employment.

This Job is Ideal for Someone Who Is:

- People Focused – committed to individualized customer care, centered in the mission of the University and supportive of diversity, equity, and inclusion
- Communication-Focused – possesses strong written and verbal communication skills, listening and interpersonal skills, and the ability to deal with ambiguity and uncertainty.
- Goal-Oriented – a motivated, confident self-starter who can demonstrate the ability to overcome obstacles and achieve desired results
- Detail-Oriented – demonstrates strong organizational skills and the ability to multi-task and prioritize tasks

Work Performed:

1. Actively recruit students from an assigned territory while also identifying and developing new recruitment areas.
2. Develop relationships within your territory with high schools, colleges, and community partners.
3. Maintain relationships with prospective students through constant communications, including social media.
4. Meet with students and parents throughout the recruitment process, from inquiry to enrollment, tracking weekly progress and keeping files up to date in Newman's CRM.
5. Provide Spanish-language assistance to prospective students and their families and assist with any department needs for Spanish-English translating.
6. Participate in all on-campus and off-campus recruiting efforts; attend local fairs, college nights, community events, national events, and wherever needed (requires nights and weekends).
7. Attend all scheduled morning coffee talks and staff meetings.
8. Remain current on all relative information pertaining to the University to assist in all recruiting efforts, including providing information on available scholarships offered at Newman University.
9. Maintain a travel schedule, manage a travel budget, and submit weekly reports.
10. Assist in developing goals and strategies to support your personal and departmental recruitment efforts.
11. Assist in the marketing of the University through collaborative efforts with the Admissions team.
12. Work with individual athletic programs to assist in the recruitment of student-athletes.
13. Complete all University-required trainings including Title IX and FERPA
14. Contribute to the overall success of the Admissions department by performing all other duties as assigned and appropriate to the position.

Required Qualifications/Education/Experience/Skills/Training:

1. Bachelor's degree required, must be awarded prior to beginning employment.
2. Must be fluent in Spanish.
3. Requires up to 50% travel time.
4. Ability to speak publicly in front of others.
5. Ability to operate a motor vehicle and pass a motor vehicle check.
6. Fluent in social media platforms.
7. Ability to communicate effectively with a diverse population of parents, teenagers, and older adults, including 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.
10. Ability to handle confidential information in a discreet manner.
11. Prior experience working with a customer relationship management system (CRM), is a plus.
12. Must be available to work nights and weekends.

13. Must be legally authorized to work in the United States.

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 at least three professional/personal 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.

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 join us in our work of empowering our graduates to transform society!

Newman University is committed to hiring faculty and staff members that reflect the diversity of our region and to providing equal opportunities to all applicants and employees, according to all applicable equal opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies and agencies. In keeping this commitment, it is the policy of Newman University to base all employment decisions only on valid job requirements without regard to race, color, creed, religion, sex, national origin, genetic information, marital status, familial status, public assistance status, local human rights commission activity, disability, age, sexual orientation, gender identity, or status as a qualified 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.