JOB POSTING

Position:	**Admissions Counselor**
Department:	**Enrollment Services**
Reports to:	**Director of Admissions**
Position Status:	**Exempt**

Summary of Responsibilities: Geneva College is accepting applications to fill two Admissions Counselor positions. The Admissions Counselor will work with a team of two student counselors to recruit prospective students for the College's traditional undergraduate program from an assigned geographic region of the country. This person will serve as a member of the whole Enrollment Services team and will report directly to the Director of Admissions.

Essential Responsibilities: (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

A. Territory management – Developing and maintaining relations with high schools, churches, two year colleges, and alumni within the assigned geographic region. As a result, day long and overnight travel will be required. Contact high schools, churches, and two year colleges in order to present information about Geneva and its admission process for prospective students and key influencers. Plan travel arrangements for assigned geographic territory. Represent Geneva at events within assigned geographic territories. Understanding the unique characteristics and culture of assigned territory.

B. Prospect management – Achieve assigned enrollment goals by finding, counseling and managing prospective students through their college search.

- Individual counseling/interviewing of prospective students and their parents on campus.
- Contacting prospective students directly through calling, emailing, Facebook, and personal notes in order to help the students throughout the matriculation process.
- Responding to student questions in a timely manner.
- Occasionally giving tours of campus.
- Help review student files for admittance or denial to Geneva.
- Hold an active role in special event days such as open houses, scholarship days, Athletic Days, etc.

C. Student Counselor management – manages at least two student admissions counselors.

- Training students.
- Supervision of student work.
- Regular evaluation of student performance.
- Facilitating student learning and professional development through practical admissions work experience.
- Maintaining an active workload for student admissions counselors.

D. Supervision:

- Supervise student employees to include training, planning, assigning and directing work, and coaching, appraising performance, addressing complaints and resolving problems.
- Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

Qualifications:

Minimum:

- Education/Certification: Bachelor's Degree
- Experience: 0-1 year of work or volunteer experience in the fields of admission counseling, public relations, sales, marketing, or counseling. Demonstrated written and verbal communication skills, particularly on the topic of the value of Christian higher education.
- Skill/Abilities: Articulate your personal relationship with Jesus Christ.
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- High level of professionalism and attention to detail.
- Positive attitude and strong communication (written and oral) skills.
- Maintain complete and accurate files and records on prospects.
- Strong public speaking ability.
- Operate a PC
- Maintain a driver's license and insurability status.
- Availability to travel for extended periods of time away from campus.
- Relate easily to high school students and their families.
- The ability to utilize social networking sites in the recruitment process.
- Christian Commitment: eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

Preferred: 1-2 years of Admission Counseling experience in a higher education setting.

Application Process: A completed employment application, resume and a letter which addresses the candidate's interest in this position and the specific skills and qualifications related to the position must be submitted in order to be considered for employment. Applications are available in the Human Resources Office located in the Old Main building on campus or can be downloaded at www.geneva.edu/page/employment .

Submit materials to:

Andrea Kamicker
Office of Human Resources
3200 College Avenue
Beaver Falls, PA 15010
E-mail: employment@geneva.edu Fax: 724-847-6696

Geneva College does not discriminate against applicants on the basis of race, color, gender, handicap, or national or ethnic origin in the selection of employees.