



## POSITION DESCRIPTION

<b>Position Title:</b>	Admission Counselor / Assistant Director of Admission (Exempt)
<b>Department:</b>	Enrollment Management
<b>Supervisor:</b>	Director of Admission
<b>Position Duration:</b>	12-month – full time position
<b>Date Revised:</b>	April 17, 2013

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### Summary:

The Admission Counselor / Assistant Director of Admission position is essential to supporting the mission and enrollment goals of Albion College and to ensuring the current and future academic quality and fiscal health of the College. The Admission Counselor / Assistant Director of Admission participates as part of the Admission team in all admission-related activities.

### Education and Experience:

- Position requires a Bachelor's degree, preferably from a residential liberal arts college.
- Preferred is any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential functions of the position.
- Prior admission experience preferred, however comparable experience in sales, marketing, and/or higher education will be considered.

### Essential Job Functions:

The duties and responsibilities of this position include, but are not limited to, the following functions:

1. Territory management: based upon institutional priorities and available data formulates a travel, telephone and email communication plan that follows the continuum from inquirer to applicant to matriculant in support of overall admission and net revenue goals.
2. Interviews: conducts extensive on- and off-campus admission interviews for prospective students, including time for parents/family members; exercises independent judgment in evaluating students as potential candidates for admission with particular emphasis on academic preparation; documents the interview in a formal written evaluation which is included in the applicant's file.
3. Group Information Sessions: conducts presentations to prospective students and their parents/families during on-campus visits. The presentations include general information regarding Albion College and specific information regarding admission policies and procedures and financial aid opportunities.
4. Admission Travel: five to six weeks of admission-related travel in the fall and one to three weeks in the spring are expected; travel includes high school visits and college fairs; receptions for prospective and admitted students; off-campus interviews; and occasional professional conferences; works collaboratively with the admission team in deciding how to manage the assigned territory and exercises discretion in planning for travel, receptions and other special events.
5. Application File Review: reading Applications for Admission for the assigned territory and recommending students for admission or for review by the Admission Committee; must exercise good judgment regarding the academic, personal and co-curricular qualities Albion desires in its student body; requires review and interpretation of transcripts, recommendations, standardized test scores, essays, interview notes and other information provided by the applicant.
6. Admission Committee: serves as a member of the Admission Committee during application file review.
7. Communication: extensive telephone and email contact is expected with prospective students and applicants to ensure that prospective and admitted students receive personal verbal and written communication; documents a summary of each telephone and email contact.

8. Event programming: supports and participates in planning, implementing, and communicating details of on and off-campus events for the Office of Admission
9. Social networking: supports and participates in social networking initiatives for the Office of Admission; includes research on programs available to colleges and ideas for Albion-specific opportunities for students.
10. Financial Aid: develop expertise in describing Albion College's merit scholarships and financial aid awarding policies and practices, and ensure the highest level of service and accuracy with families.
11. Confidentiality: must safeguard the confidentiality of student, staff and College information by exercising discretion in communicating information to faculty, staff, parents, alumni and current and prospective students, and in handling departmental records and files and similar confidential materials.
12. Professionalism: must demonstrate the highest professional demeanor and ethical behavior while representing the College. Outstanding speaking, writing and listening skills are required.
13. Admission staff members are expected to read widely to remain current in external market conditions and identify best admission practices.
14. Performs other duties as assigned.

**Supervision:**

Position may supervise student assistant(s) assigned to the employee.

**Knowledge Skill and Abilities:**

1. Knowledge of College mission, services, policies and procedures
2. Extensive knowledge of a liberal arts college environment and undergraduate admission,.
3. Knowledge of Ellucian's Banner, and Microsoft Office programs.
4. Strong written and verbal communication skills, including the ability to describe College programs and campus culture.
5. The ability to articulate the value and benefits of a liberal arts education to a variety of audiences.
6. The ability to work independently as well as establish and maintain collegial relations with other College staff, faculty and students.
7. The ability to work collaboratively as a member of a close and integrated team of admission professionals.
8. The ability to plan, organize and implement programs and projects related to the College's enrollment goals.
9. Technology skills to support territory management, daily contact with students, faculty, staff and others, and to support the goals and mission of the College.
10. An appreciation for high school and college-age students and the varied nature and expectations of serving that population.
11. A valid driver's license and willingness to travel
12. Required occasional overnight, evening and weekend work.
13. Must clear a background check including a driving record check.

**Working Conditions:**

Work performed in typical office setting as well as on location at various recruitment sites, and may require sitting or standing for long periods of time. Significant travel by car, plane or train is necessary. Able to lift 50 pounds.

*Note: The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to changes at the discretion of the employer.*