

**WARTBURG COLLEGE  
POSITION DESCRIPTION**

**Title of Position – Admissions Counselor/Assistant Director for Admissions**

Preparation Date: 05/2017

Wartburg College is accepting applications for an Admissions Counselor/Assistant Director for Admissions, responsible to the Assistant Vice President of Admissions for assisting and advising students with admissions questions and concerns and for recruitment in specific geographic territories.

Responsibilities:

- 1) Interview prospective students; assist with campus visit days and scholarship programs; maintain contact with serious applicants; provide initial academic advising for incoming students. (20%)
- 2) Coordinate the admissions process for students in an assigned territory. (20%)
- 3) Provide extensive information and follow-up on financial aid and scholarships. (14%)
- 4) Plan and implement events to maintain and develop awareness of the College; represent the College at high schools, churches, youth organizations and other events. (10%)
- 5) Initiate contacts with high school guidance counselors, youth directors, pastors, alumni, prospective students' parents, and cultivate relationships in a defined territory. (10%)
- 6) Research the potential for and plan travel in specific territory; develop a proposal for activities to serve the territory. (8%)
- 7) Supervise and train students to assist in prospect management. (8%)
- 8) Work with Diversity Recruitment Coordinator and Assistant Vice President for Admissions to recruit culturally and experientially diverse students to Wartburg, based on the enrollment plan of the College. (5%)
- 9) Prepare student application folders for students not meeting minimum academic standards for review of applicant documentation and ensure applicants have completed the application process. Make recommendations for those who should be admitted by selecting the best qualified. (5%)
- 10) Perform other related duties as assigned.

Minimum Requirements:

BA and strong communication skills; must be self-motivated, willing to travel extensively and work evenings and weekends; ability to plan and organize multiple projects; capacity to relate well to diverse constituencies; ability to articulate the value of a liberal arts education; enthusiasm, energy, creativity and humor. Prefer experience in admissions, counseling, or marketing/public relations; multi-lingual speakers.

To be considered for Assistant Director of Admissions, the successful candidate must meet the above requirements and possess the following:

Bachelor's degree required, master's degree preferred, minimum of 3-5 years of related professional supervisory and administrative experience.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.