

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position – Admissions Counselor

Preparation Date: June 14, 2019

Function of Position:

Wartburg College is accepting applications for an Admissions Counselor, responsible to the Executive Director 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 Executive Director of 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.

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. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.