

# chatham UNIVERSITY

## **Chatham University Job Description**

**Job Title:** Undergraduate Admission Counselor

**Position Reports to:** Director of Undergraduate Admission & Recruitment

**Position Summary:** This position serves as a member of the Office of Enrollment Management Team and is primarily responsible for the recruitment and enrollment of undergraduate students in order to achieve institutional goals.

### **Qualifications:**

- Bachelor's degree required.
- Minimum of two years admissions or admission recruitment related experience.
- Prior enrollment or student ambassador experience with undergraduate populations preferred.
- Experience with selective academic and athletic recruitment practices preferred.
- Required skills include proficiency in Microsoft Word and Excel, ability to quickly learn and utilize proprietary educational software, basic math ability, and excellent time management and problem-solving skills.
- Individual should have superior interpersonal, written and verbal communication skills and must function comfortably in a team structure and be able to speak confidently before large and small groups.
- Individual must have proven ability to work independently and be self-motivated to complete personalized communication with students, parents and stakeholders.
- Experience with SlateCRM system a plus.
- Must be able to drive/hold valid driver's license.

### **Admission Counselor Responsibilities:**

- Manages outreach, recruitment, travel and student engagement within assigned territory in order to meet goals.
- Makes regular reports concerning status of recruitment and the current enrollment of undergraduate students.
- Plans own travel and conducts visits to high schools, college fairs, community colleges and community-based organizations or businesses in order to engage prospective students.
- Conducts Admission and Financial Aid presentations at on-site visits and manages proactive financial aid counseling with admitted students and their parents/guardians.
- Maintains proactive contact with prospective students and their families, utilizing all available communication tools to ensure high level of customer service and student support.
- Develops and maintains positive relationships with high school stake holders (school counselors and administrators), community-based organizations and business personnel.

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- Assists in all on-campus and virtual recruiting events.
- Counsels students and their families on programs, services, and financial resources available at Chatham University.
- This position requires daytime and overnight travel during the year.
- Evening and weekend hours are required during peak seasons in order to meet enrollment goals and participate in recruitment and student engagement events.
- Other duties as assigned.

## **Experience:**

Required skills include proficiency in Microsoft Word and Excel, ability to quickly learn and utilize proprietary educational software, basic math ability, and excellent problem-solving and communication skills. Individual should have strong people skills with the ability to help people feel at ease. Must function comfortably in a team structure and be able to speak before large and small groups with confidence.

## **Other notes about the position:**

Successful candidates will possess outstanding verbal and written communication skills, public speaking skills, and a proven background in sales. Extremely strong organizational skills, along with the interpersonal skills necessary to communicate with diverse constituencies in a fast-paced environment are important to be successful in this position. Creative, energetic team players that have the capability to work independently, efficiently and effectively are highly desired. The successful candidate will have the proven ability to meet enrollment / sales goals, attention to detail, follow-through, and dependability.

## **Physical Requirements:**

Requirements are within the general range of an office environment. Daytime and some overnight travel is required throughout the year. Some evening and weekend assignments are required.

Hear: Continuous	Sit: 60%
Speak: Continuous	Stand: 25%
See: Continuous with 20/20 acuity	Walk: 35%
Stoop/Bend/Kneel/Squat: 10%	Write: 80%
Use telephone: 75%	Push/Pull: 5%
Use computer: 75%	Fine hand manipulation: 25%
Reach above shoulders: 5%	

Date 7/1/2021