Westminster College, New Wilmington, PA is seeking qualified candidates for the position of **Regional Admissions Counselor**. The successful candidate will be an innovative and energetic leader who will be responsible for a student recruitment plan designed to meet enrollment goals. The Regional Admissions Counselor must provide leadership in the development, implementation, and evaluation of recruitment policies and procedures and will be required to meet yearly enrollment goals as stated by the Vice President of Enrollment.

**Primary functions:**
To maintain a recruiting territory, including but not limited to Florida and Georgia by representing Westminster College at high schools, college fairs, conventions and other activities as assigned; evaluating all personal contact made and developing strategies to improve recruitment; and assuring that current Westminster College literature and application materials reach all pertinent and targeted high schools in the region.

Expected to create and implement a student recruitment plan that will meet enrollment goals as determined by Vice-President for Enrollment; to understand Westminster College’s market, experience, and product; to analyze recruiting territory and schedule all recruitment efforts (i.e. college fairs, high school visits, career fairs, etc.); to articulate to prospective students and families the admission process and policy, financial aid opportunities, academic programs, and campus activities; to continually evaluate and recommend or initiate positive change in the admission and recruitment process; to interact closely with guidance and transfer counselors in order to cultivate interest in Westminster College; to work closely with administration, faculty and students in joint recruitment efforts, utilizing both to maximize enrollment; to maintain up-to-date knowledge of campus activities, academic programs, and to participate in campus events when possible; applicant management and contact reporting; and prospect tier management (working with prospects before they apply).

**Skills necessary:**
Organizational ability, self-motivated and goal oriented. Proficient knowledge of Microsoft Office. Ability to work independently and properly prioritize work. Frequent weekend or evening work is required, including extensive travel. Must be able to pass a background investigation.

Interested individuals should send a cover letter, resume and the names and contact information for at least three job related references by no later than **May 25, 2018** to: Thomas Stein, Vice President of Enrollment, Westminster College, 319 S. Market Street, Remick Admissions House, New Wilmington, PA 16172. EOE