

Position Vacancy

Admissions Counselor – *Undergraduate and Graduate Admissions*

Westminster College (PA) is conducting a search for an immediate opening for a full-time Admissions Counselor, whose role is to recruit new undergraduate and graduate students who meet, or exceed, the College's admission requirements. The individual in this role will join a team of dedicated staff committed to effectively working with prospective students, applicants, parents, and admitted students.

Each counselor is responsible for managing their respective recruitment territory which includes extensive fall and spring travel for approximately 6-10 weeks each season including overnight travel. The admissions counselor guides prospective students and their families through the application process and admitted students while enrolling. Additionally, the counselor develops effective relationships with school counselors, independent counselors, and other key constituencies in their territory as well as with coaches, faculty, administration, and staff of the College.

Essential Duties and Responsibilities

- Assist with the implementation of the admissions recruitment strategies including recruitment travel, territory management, and data analytics utilizing Slate CRM.
- Provide updated reports throughout the year regarding recruitment territory, applicant pool, and yield.
- Manage a recruitment territory and attend events designed to recruit graduate and undergraduate and graduate students such as community events, graduate college fairs, high school visits, college fairs, virtual fairs, and community college visits as a Westminster College representative. Territory management includes active communication and outreach to prospective students.
- Implement planned and ad hoc recruitment strategies for incoming students in assigned territory.
- Conduct campus tours, formal presentations, and information sessions on and off campus, virtual events and meetings, and interview candidates for admission.
- Assist with coordination and participate in campus recruitment events, virtually and on campus. Must be comfortable and capable of speaking to small and large groups.
- Complete applicant file review and decisions for first time, international, transfer student and graduate applications.
- Assist the operations staff when needed during busy time.
- Work collaboratively with the Financial Aid Office and as a liaison for students.
- Work collaboratively with athletics to recruit student-athletes.
- Actively participate in professional development related to admissions and professional organizations
- This position requires excellent communication skills and the ability to read, analyze, and interpret field related content and data. The duties also require the ability to write reports and business correspondence.
- Given the fluctuating work and demand of recruitment, the candidate will need to remain flexible and complete ad hoc work, when necessary, as the departmental workload shifts throughout the year.

Required Qualifications

Bachelor's degree required and experience in an admissions office preferred. Must be professional, enthusiastic, flexible, and willing to work evenings and weekends. Candidate must be comfortable with consistent outreach efforts including calling students in their territory.

The successful candidate must possess strong interpersonal, written and communication skills; must have the ability to develop and maintain expertise in the following areas: knowledge of the College, territory management, admissions and financial aid procedures and the admission decision process. The candidate must have intermediate skills using Microsoft Office Suite (Word, Excel, and PowerPoint). Must possess a valid driver's license; be able to pass required Act 153 background clearances; and have current vaccinations including COVID.

To Apply

Interested individuals should send a cover letter, résumé, and the names and contact information for three work-related references by no later than **March 25, 2023** to admissions@westminster.edu. Review of applications will begin immediately.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.