

Westminster College

POSITION VACANCY

Admissions Counselor

Westminster College is conducting a search for an immediate opening in the admissions office for an Admissions Counselor. This is a full time, entry-level administrative position. Starting date: as soon as possible.

Qualifications: Bachelor's degree is required and previous college admissions, marketing or financial aid experience is preferred. The successful candidate must demonstrate strong interpersonal, written and communication skills. The counselor must develop and maintain expertise in the following areas: knowledge of the College, develop and maintain an assigned geographic territory, admissions and financial aid procedures and the college decision process.

Key job responsibilities: Position includes seasonal travel, including some overnight, in an assigned market territory. Additional responsibilities include use of the telephone, computer software programs, meeting and speaking with prospective students, reviewing application files, speaking in front of groups, working on some Saturdays and weeknights, and pursuing various assignments from the Director of Admissions or the Vice President for Enrollment.

Interested individuals should send a cover letter, résumé, and the names and contact information for three work-related references by no later than October 1, 2019 to humanresources@westminster.edu or by mail to:

Director of Human Resources
Westminster College
319 S. Market Street
New Wilmington, PA 16172-0001

EOE