

Admissions Counselor- Undergraduate Admissions

This position is: OPEN

Job Number: 454 **Posted:** 3/30/2021 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

Position Summary

The Admissions Counselor, reporting to the Director of Enrollment and Associate Director of Admissions, is responsible for the recruitment of students in a geographical area. His/Her major task is to develop a communication strategy that will result in getting the Eastern University message into the hands of prospective students and adult influencers. This will require travel to and from the counselor's regional area throughout the year, and include evening, weekend and overnight responsibilities. In addition, he/she is responsible to establish and maintain ongoing relationships with students on the campus for the purpose of retention.

Responsibilities

Position Responsibilities

1. Develop recruitment plan to prospective students in assigned territory.
2. Communicates appropriate information to ministers, counselors, para-church leaders and parents within the Christian community.
3. Visits high schools and attends college fairs in the assigned regional territory and in areas from which students have applied or have shown interest.
4. Implements the correspondence system in the assigned territory.
5. Interviews students from the assigned territory and other territories if needed.
6. Implements and maintains a home visitation program to explain the various aspects of the Eastern program to prospective students as well as to deliver registration and financial aid information.
7. Promotes the college as a conference center to ministers, counselors, para-church leaders and parents within the Christian community.
8. Facilitates linkage between current students and appropriate resources on the campus (i.e. Academic Advisors, CCAS, Financial Aid, Student Accounts, and Registrar).
9. Maintains successful relationships with enrolled students so as to promote retention.
10. Embodies values of caring and compassion, justice and integrity, competence and affirmation.
11. Seeks to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join together to achieve our common mission.
12. Travels to and recruits at various Christian youth festivals in assigned area, as well as other geographic areas.
13. Accomplish other tasks as assigned by the Director of Enrollment.

Qualifications

Must exhibit a personal understanding of, and operate in concert with, the Mission and Doctrinal statements of the University. A bachelor's degree is required. A proven ability to effectively communicate both in writing and verbally is essential. Proven effective relational skills are also required. Computer literacy (Microsoft Office) is required. Current valid driver's license and availability for frequent regional travel is required.

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.