Admissions Counselor

DESCRIPTION OF JOB:

The Admissions Counselor will discuss the admissions process and program information with all types of students served by the College, but primarily undergraduate students and their families. The counselor will develop, manage and implement a recruitment plan for high school students to include high school visits, college fairs, student and counselor contacts, campus visits, and all follow-up through matriculation. The counselor will also be responsible for reporting progress towards recruitment goals; assisting in the planning and implementation of special events, as well as communicating with prospective students outside of normal office hours.

Responsibilities:

1. Admissions Counseling/Advising Prospective Students and Outreach
   a. Counsel prospective students and their families on the admissions process, financial aid, and residency requirements by phone, email, and in person.
   b. Represent the Admissions Office at on-campus and off-campus events and programming for prospective students. Travel will be required to high schools and various college fairs.
   c. Review admission applications and follow-up with students as needed.
   d. Assist with admissions for special student populations (e.g. student athletes).
   e. Act as liaison between Admissions Office and the Athletic Department

2. Coordination of campus events and programming
   a. Assist in the coordination and development of on-campus events for prospective students.
   b. Assist in designing new programs that attract prospective students.

3. Marketing and communications
   a. Contribute to the marketing and communication campaigns that target prospective students.
   b. Review marketing materials and assist with the collection of student stories.

JOB QUALIFICATIONS

Necessary Education or Work Experience:

- Bachelor’s degree required.
- 1-2 years of relevant work experience in Admissions, Advising, or Student Affairs.

Required Knowledge and Skills:

- Ability to work independently and contribute as a member of the admissions team.
- Self-directed in developing and completing projects, recruitment plans, etc.
- Ability to work fluctuating and irregular hours including nights and weekend.
- Must be comfortable traveling 80% of the time during peak travel seasons.
- Possession of a valid Wisconsin driver’s license and be able to drive a College-owned vehicle for high school visits and college fairs. The incumbent must successfully complete a Motor Vehicle Check.

Specialized Knowledge and Skills:

- Exceptional communication and interpersonal skills.
- Ability to speak in public to large and small groups.

Specialized Technology Skills:
- Knowledge and experience with Jenzabar Client Management System, InfoMaker, and Feith Document Database.
- Proficient in Microsoft Office Suite

**Other Qualifications:**

Demonstrates multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. The incumbent is expected to support the Mission of The College by working with faculty, staff and students to share in our core values – truth, compassion, justice, partnership, and community.

**To apply:** Send a letter of application, resume, and references to:

   Edgewood College  
   Human Resources – **ADCO**  
   1000 Edgewood College Drive  
   Madison, WI 53711  
   E-mail: humanresources@edgewood.edu  
   Equal Opportunity Employer