

Admissions Counselor



Department: Admissions

Type: Staff, Full-time

Stephens College seeks an Admissions Counselor to serve as a college representative charged with recruiting and enrolling undergraduate residential students. The position requires extensive overnight travel, flexible scheduling of hours including evenings and weekends and the ability to work independently to achieve institutional and divisional goals and objectives.

Recruitment Responsibilities:

- 1) Responsible for achieving individual territory enrollment goals.
- 2) Represent Stephens at high schools, college fair programs and community events.
- 3) Meet with prospective students and families during campus visits.
- 4) Develop and maintain relationships with 500+ new students per academic year, requiring consistent communication and outreach (phone calls, email, social media, etc.).
- 5) Guide students and families through the enrollment process (application, admission, financial aid, and registration).
- 6) Develop and maintain relationships with high school guidance counselors, athletic coaches, and alumni within one's territory.

Administrative/Other Responsibilities:

- 1) Track all communication in centralized database system and CRM.
- 2) Routinely and accurately communicate progress to goals.
- 3) Document necessary information from campus and travel visits.
- 4) Analyze territory trends to make number predictions and recommendations for strategy modification.

Qualifications:

- Bachelor's Degree
- One year admission, recruitment, sales, student counseling or related professional experience preferred.
- Excellent oral, written, interpersonal and organizational skills.
- Demonstrated familiarity with and ability to use web-based technologies and communication media.
- Ability to work with various constituencies.
- Successful candidate will demonstrate a positive attitude and independent work ethic.
- Must meet and maintain Stephens Driver Qualification and Vehicle Safety Policy

Successful candidates will:

- Be adaptable and able to adjust to new systems and programs easily.
- Show strong communication skills, including written and listening skills.
- Demonstrate attention to details.
- Possess skills in organization, efficiency, and customer service.
- Demonstrate good work habits and interpersonal skills.
- Can work independently and be a natural multi-tasker.

Relationships:

Continuous contact with members of own work unit, immediate supervisor, prospective and current students. Frequent contact with faculty. Regular contact with community and professional constituents.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work will be performed in a variety of settings. Work is normally performed inside under normal office conditions and employee may be exposed to varying temperatures. When traveling employee may be exposed to varying conditions inside and outside.

Work requires:

- Keying
- Ability to lifting/carrying and pushing/pulling a minimum of 20 lbs.
- Reaching/handling of various office equipment/files repeatedly.
- Ability to travel 60% of the time during fall travel season and up to 30% the remainder of the year.
- Ability to work weekend, recruitment events.
- Ability to work evening hours as required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made upon request regarding the work environment and physical demands to enable individuals with disabilities to perform the essential functions.

Stephens College

Since its founding in 1833, Stephens has been offering innovative, career-focused programs grounded in the liberal arts with a focus on creative arts and health sciences. It is the second-oldest female educational establishment that is still a women's college in the United States. Stephens is proudly located in Columbia, Missouri, home to a flagship public university and two private colleges. The faculty take a hands-on, experiential approach to education, making sure students get both quality classroom instruction and external work experiences that complement their coursework. Graduates are prepared to become leaders and innovators in a rapidly changing world. Stephens also provides graduate, online, and certificate programs to women and men as part of its commitment to lifelong learning. The College community prides itself on fostering a close-knit faculty atmosphere and providing a welcoming, learning-centered environment for all students. The learning community is distinguished by small classes, close engagement with faculty, intellectual rigor, and vibrant programs of study that reflect the College's mission: *Learn. Grow. Lead.* Stephens College contributes to the vibrant social and cultural climate that makes Columbia, Missouri such a desirable place to live. Columbia was rated #33 in the *Top 100 Best Places to Live* as rated by *livability.com*, and the #21 *Best City to Live in America* by *niche.com*.

To Apply:

The review of applicants will begin immediately and will continue until the position is filled. The successful candidate must pass a criminal background check.

Qualified applicants should complete an online Stephens College application with the following: cover letter, resume, names of at least three references.

Electronic application: <https://www.stephens.edu/forms/HRApplication.php>

Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.