

Admissions Counselor



Department: Admissions

Type: Staff, Full-time

Stephens College seeks an Admissions Counselor to serve as a college representative responsible for recruiting and enrolling undergraduate residential students. The position requires 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.

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and retirement plan.

To Apply: Submit an online [Stephens College application](#) with cover letter, resume and references.

The successful candidate must pass a criminal background check.

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.

About Stephens College:

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women's competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.