

Admissions Counselor / Growth Developer ***Allen University***

Description

The Admissions Counselor (Growth Developer) collaborates with and participates with the Enrollment Management apparatus in the necessary strategies and activities that will lead to the University and the Dickerson Green Seminary in particular achieving enrollment goals. The Counselor will represent the University and Seminary in public and private forums to inform and convince students to apply for admissions. The incumbent will build relationships with college and university Departments of Religion that will prompt graduates to pursue graduate study at Dickerson-Green. Similarly, the incumbent will attend events and conferences when and where there are opportunities to facilitate the growth of the Seminary. Specific duties include but are not limited to:

Essential Duties

- To develop and deploy a cyclopedic knowledge of the university and seminary so as to make a consistent case for enrollment or support
- To attend events and college fairs as well as make school visits as assigned
- To maintain ongoing contact with applicants via paper and electronic means to facilitate enrollment
- To engage in constructive strategy building and means identification with other admissions and financial aid personnel
- To provide effective counsel to students and parents relative selecting the university/seminary and applying for admissions and aid.

Qualifications

The successful applicant must hold a minimum of a bachelor's degree, with preference given to applicants with graduate credentials. The incumbent must have had work experiences that required direct engagement with groups and individuals wherein excellent communication skills were paramount. Other qualifications include but are not limited to:

- Flexibility to work days, evenings, and weekends when circumstances require
- Valid driver's license and the capacity to drive independently to work assignments
- Ability to utilize MS Office Suite, social media and relevant marketing tools
- Capacity to quickly learn the *Jenzabar* system to manage student files and rosters
- Ability to build relationships with students, faculty, and leaders in religious organizations that positively impact the growth of the seminary.

Compensation

The position is a full-time exempt one with a negotiable salary and normative benefits.