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# Example of Admission Counselor Job Description

Our innovative and growing company is hiring for an admission counselor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for admission counselor

* As a role model for prospective students, the candidate should have a strong and positive university experience as a student and campus community member
* Read, evaluate and make first level recommendations on undergraduate and transfer applications
* Travel on behalf of UGA to conduct informational sessions for internal and external communications by means of regional events and school visits (e.g., to prospective applicants, their parents and high school guidance counselors)
* Conduct information sessions and college fairs/nights, meeting with prospective students and their families
* Update U-Visit, including revising and developing content and making recommendations on additional changes
* Availability to travel extensively, both locally and nationally
* Plan and implement 6-12 weeks of travel in the fall and 2-3 weeks of travel in the spring
* Conduct market research of assigned territories
* Implement recruitment activities such as travel, telerecruitment, on-line chats, email campaigns
* Establish and maintain strong relationships with current and prospective students

## Qualifications for admission counselor

* Ability to work some weekends and evenings, overnight travel may be required
* Must have access to a personal automobile
* Ideal candidate will have attended Lutheran secondary schooling and/or college
* Some lifting and carrying of boxes and supplies up to 50 lbs
* Frequent sitting while performing keyboarding, writing, driving and counseling and standing while at college fairs for 2-3 hours
* This position includes work in an administrative office setting high schools or vocational schools, exposure to outdoor conditions, and travel including statewide travel and extended work hours