



Example of Admission Counselor Job Description

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Our company is growing rapidly and is looking to fill the role of admission counselor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for admission counselor

- Plans and attends college and employer events for graduate program recruiting
- Markets, monitors, and provides tracking of prospective students in assigned territory/programs
- Functions as primary liaison between Graduate Admission/Enrollment Management and faculty/staff in assigned programs
- Oversees application process for assigned programs and ensures that documents are in order such that decisions are made by the individual program in a timely manner
- Conduct phone interviews with prospective students (Evaluates the prospective student's needs, interests and qualifications while providing clear and concise information to help the prospective student make an informed decision on program offering, delivery mode, and school fit)
- Present information regarding the school, program offerings, structure, accreditation, cost, etc... in an accurate and ethical manner
- Adhere to schedule to include ready time, follow up time, chat
- Partner with departments outside of Admission including Financial Aid, Enrollment Support Services and Advising to ensure the delivery of a high level of service to every student
- Commencement and/or commencement related activities may be required
- Assists on major office initiatives or responsibilities that may include Student Volunteer Programs, Campus Events, Multicultural Recruitment, and/or other

Qualifications for admission counselor

- Exemplary communication and interpersonal skills (both written and oral)
- Proficiency in standard office software (e.g., Word, Excel,), and familiarity with contemporary social media and other communication tools
- Fully bilingual in English and Spanish preferred
- Knowledge of graduate and undergraduate education
- Familiarity with common computer software and standard data manipulation (excel spreadsheets)
- Candidate must have reliable transportation to recruiting events