

Heritage Christian University is seeking an **Admissions Counselor** to join the Heritage family in fulfilling her mission of advancing the Lord's church through undergraduate and graduate programs and continuing education.

The Admissions Counselor recruits **students** and **secures contributions to the faculty and staff fund**. The position requires visits to college fairs, high schools, preacher training schools, youth rallies, youth events, churches, and more to provide information about Heritage Christian University and to encourage prospects to apply for admission to the University. The Admissions Counselor helps to ensure enrollment goals are met regarding applications, acceptances, and enrolled students. Considerable travel is required due to the nature of recruiting events. The Admissions Counselor must be a professional whose primary goals are quality leadership, guidance, and direction in the spirit of Christian service. The Admissions Counselor must have a high degree of initiative, be energetic and creative, while seeking to provide a customer-friendly environment where diversity is valued.

Those interested in becoming part of our family should submit a resume/vita to Travis Harmon at tharmon@hcu.edu.

Essential Duties/Responsibilities

The Admissions Counselor represents Heritage Christian University to prospective students/parents and organizations and works to increase inquiries and to convert applications into enrolled students. Reporting to the Director of Enrollment Services, the Admissions Counselor will:

- **Be a self-starter.** Act on his or her own initiative within defined and acceptable parameters.
- Exhibit superior customer service skills and professionalism throughout daily interactions and communications.
- Demonstrate an ability to work independently as well as collaboratively with team members, faculty, students, alumni, administrators, and staff.
- Create an individual recruitment plan for each semester enrollment period.
- Become familiar with the demographics of assigned cities/towns in various geographic areas to best reach the potential student population for HCU.
- Maintain a flexible work schedule that will include days, evenings, some weekends, overnight travel, and travel through multiple states during a trip. **This position requires extensive travel.** It should, of course, be approached with balance.
- Identify, recruit, and submit to the admissions committee academically-qualified students in accordance with the philosophy of the University.
- Be prepared to answer questions from prospective students/parents, churches and individuals, and to promote HCU in a positive manner.
- Conduct interviews in person with prospective students to answer questions, to get a better sense of who they are, and ultimately, to determine if they are a good fit for HCU.
- Follow up and counsel with students/parents regarding the admissions process, making at least seven contacts with each student.
- Schedule personal visits with prospective students, attend select youth events and workshops, and participate in university planned events, both on and off campus.
- Set up and maintain a presence at display tables, distribute appropriate materials, garner contact information for the future, and assist in other event duties.
- Comply with legal requirements for college admissions practices and have a strong understanding of the legal requirements governing college admissions and applicable federal laws.
- Develop an understanding of HCU's policies/ procedures and apply them fairly to all applicants.
- Collaborate with the Office of Financial Aid to maintain a working knowledge of financial aid options and various scholarships available to applicants.
- Perform related or similar duties as required or assigned.

Additional Job Duties (including but not limited to):

- Adhere to a well-structured workday, which will include regular and reliable attendance and proper log in/log out for time worked.
- Proactively partner with various campus departments to ensure student success.
- Dress appropriately/ professionally relevant to various programs and events.
- Maintain a high level of compassion and understanding regarding student-related problems and transitions.

Skill Requirements

- A strong work ethic
- Prior sales experience
- Ability to work independently and collaborate with a team
- Excellent time management skills and ability to prioritize work
- Excellent verbal and written communication skills
- Integrity; good judgment and decision-making abilities, problem-solving skills, and organizational and planning skills
- Reliability and confidentiality
- Working knowledge of a variety of technological tools, including Microsoft Office Suite and office equipment such as fax machines, scanners, and printers.
- Attention to detail and accuracy
- Customer service skills and/or experience
- Results-driven
- Quality motivator

Supplementary Responsibilities

- When applicable, serve on University committees
- Accept speaking engagements and/or opportunities to serve affiliated churches