



POSITION ANNOUNCEMENT

Position: Undergraduate Admissions Counselor
Department: Office of Admissions
Reports to: Assistant Director of Undergraduate Admissions

Responsibilities:

The Admissions Counselor's primary responsibility is recruiting undergraduate students to attend Anderson University. Responsibilities include: set and achieve individual target goals for new student enrollment; counsel prospective applicants on the admission process and opportunities at the University; review applications and other materials submitted by applicants; represent the university on and off campus to prospective students, parents, and high school guidance counselors; plan and implement recruitment activities with travel to include attending college fairs, high school visits and individual student appointments; create ongoing strategic communications with high school counselors; maintain portfolio of prospective students; participate in and assist with coordination of on-campus and off-campus student recruitment programs.

Qualifications:

The successful candidate must have a bachelor's degree; three months to 1 year of experience in higher education or relevant field is desirable. Proven experience working with and speaking to young adults; strong communication skills with the ability to deliver information effectively and persuasively; functional knowledge of Microsoft Office and G Suite; knowledge of PeopleSoft and Slate are preferred. Ability to accurately assess the needs and priorities of a diverse population of individuals and groups; utilizing appropriate methods to guide or facilitate a decision-making process. Excellent interpersonal, written and verbal communication skills. Must have strong time management and organizational skills, high attention to detail, and the ability to work in a multi-tasked, goal oriented and deadline driven environment. Work requires tact, discretion and confidentiality. A flexible work schedule that will include days, evenings, and some weekends is required. Travel, valid driver's license with a clean record and access to a reliable vehicle required. Some light lifting related to travel and events. Must meet University lifestyle expectations.

Benefits: This is a full-time position. Eligible for university benefits.

Position Available: Immediately. Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position. Background check is required.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.