Admissions Counselor

Stephens College seeks a full-time Admissions Counselor to serves as College representative charged with recruiting and enrolling undergraduate residential students. The position requires extensive overnight travel, flexible scheduling of hours including evenings and weekends and the ability to work independently to achieve institutional and divisional goals and objectives.

**Recruitment Responsibilities:**
1. Responsible for achieving individual territory enrollment goals.
2. Represent Stephens College at high schools, college day/night programs and community events.
3. Meet with prospective students and families during campus visits.
4. Develop and maintain relationships with 300 to 500 new students per academic year, requiring consistent communication (phone calls, email, social media, etc).
5. Help students and families through the enrollment process (application, admission, financial aid and registration).
6. Develop and maintain relationships with high school guidance counselors, athletic coaches and alumni within one’s territory.

**Administrative/Other Responsibilities:**
1. Track all communication in centralized database system
2. Routinely and accurately communicate progress to goals.
3. Document necessary information from campus and travel visits.
4. Analyze territory trends to make number predictions and recommendations for strategy modification.

**Qualifications:**
- Bachelor’s Degree
- One year admission, recruitment, sales, student counseling or related professional experience preferred
- Excellent oral, written, interpersonal and organizational skills
- Demonstrated familiarity with and ability to use web-based technologies and communication media
- Ability to work with various constituencies
- Successful candidate will demonstrate a positive attitude and independent work ethic
- Must meet and maintain Stephens Driver Qualification and Vehicle Safety Policy

**Abilities:**
- Ability to build and maintain positive working relationships with students, faculty and staff on campus
- Ability to stay focused, organize, plan and manage multiple priorities
- Ability to be flexible and responsive to needs of others
- Ability to perform well under stress and during change
- Ability to work alone and unsupervised
- Ability to travel via plane or car to recruiting events
- Ability to stand for long periods of time as needed
- Ability to keep confidences, maintain objectivity and manage emotions
- Ability to read, write, edit and speak English fluently
- Ability to establish and follow procedures and meet deadlines
Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.

To Apply: Qualified applicants should send a cover letter, resume and names of three references to humanresources@stephens.edu and complete an on-line Stephens College application. The successful candidate must pass a college background check.

EOE A diverse community on campus is valued

Smoke Free Campus