

**Alverno College
Exempt Position Description**

Position Title: Graduate, Adult and Transfer Admissions Counselor **Date:** February 2022

Department: Admissions Department **Status:** Full-Time/12 Month

Reports To: Assistant Director of Graduate, Adult and Transfer Admissions

Primary Function: Recruit and enroll students appropriate to designated graduate, adult and transfer programs. Specific territory and population assignments based on departmental needs.

Secondary Function: Support college-wide Admissions recruitment efforts.

Principal Responsibilities

1. Department Responsibilities

- a. Manage prospective student pool to meet enrollment goals in Alverno's graduate, adult and transfer weekday programs
- b. Proactively develop and maintain relationships with prospective students throughout the recruiting lifecycle (Inquiry, Admit, Accepted Student, and newly Enrolled Student)
- c. Counsel prospective students on Alverno degrees and areas of study
- d. Facilitate the admissions and registration process through clear, consistent and timely communication to prospective students (appointments, phone calls, emails, texts, and letters, etc)
- e. Schedule and conduct individual appointments with prospective students and their families
- f. Process application, scholarship, and registration materials accurately and in a timely manner
- g. Maintain accurate and current student data in department preferred databases (Recruiter, Colleague, Excel) including, but not limited to notes on student communication topics, history of contacts, and scholarship eligibility
- h. Provide guidance and explanation to students regarding financial aid process and packages

2. Develop and maintain relationships within key market segments for Alverno's adult and graduate programs through outreach efforts and through support of Alverno's marketing efforts.

- a. Schedule and conduct information sessions (on and off-site) as appropriate
- b. Participate in external fairs and conferences as appropriate
- c. Provide outreach to the community, including, but not limited to universities, community and technical colleges, businesses, and community based organizations to develop new inquiries
- d. Work collaboratively with Alverno admissions leadership to develop relevant marketing strategies and materials for Alverno's graduate, adult and transfer populations

3. Work collaboratively with the Admissions team to support enrollment

- a. Develop and apply knowledge of college-wide Admissions and recruitment programs and practices

- b. Provide staffing for Alverno coordinated recruitment events; information sessions, open houses, conferences, trainings, etc.
4. **Work collaboratively across internal college departments to facilitate the admissions process.**
- a. Serve as a representative of the Admissions department throughout the College.
 - b. Stay current on happenings that affect enrollment through meetings, email, minutes, social networking sites
 - c. Provide input to faculty and staff on matters that affect the enrollment and admissions process (e.g., scheduling, timelines, orientation and communication)
 - d. Coordinate conversations between prospective students and faculty, staff, or alums when appropriate.
 - e. Serve on campus committees
5. Participate in department meetings, committees, and official college functions when appropriate.
6. Be respectful of the College's vision of a balanced and healthy lifestyle strategy which includes the *Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social, and Spiritual.*
7. Comply with safety procedures and maintain clean and orderly work areas.
8. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Bachelor's degree is required. Master's Degree is preferred.
2. Required work on evenings (average of 1 evening per week) and some weekends (average of once per month)
3. Requires the willingness and ability for independent local travel based on departmental goals and needs. Some travel may require the employee to drive long distances, including outside of the state of Wisconsin.
4. Previous professional work experience preferred. Prior recruiting experience, successful sales, marketing, or relationship building experience is highly preferred. Will consider candidate who does not match these qualifications on individual basis.
5. Motivated by opportunity to positively change the lives of prospective students from all backgrounds.
6. Knowledge of ability-based, outcome oriented educational practices is preferred.
7. Willingness to suggest and apply creative thinking and new approaches to create and maintain excellent prospective student engagement.
8. Demonstrated effectiveness in achieving both short term and longer term objectives and goals.
9. Eagerness to work in a fast-paced, results-driven department committed to adopting enrollment best practices.
10. Requires excellent written and oral communication skills including the ability to articulate the value of an outcome-based education.
11. Requires the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents such as reports and general correspondence.

12. Requires attention to detail, strong organizational skills, and the ability to multi-task, prioritize, and work with frequent interruptions.
13. Must have the ability to professionally respond to variations in schedules and plans.
14. Requires proficiency in Microsoft *Word* and *Excel*. Requires working knowledge of database systems, Colleague preferred. Familiarity with a sales (CRM) or student (database preferred).
15. Demonstrated ability to work both independently and collaboratively as a member of a team.
16. Demonstrated ability to work with diverse clientele.
17. Valid driver's license with a driving record that meets the qualifications of an Alverno driver.
18. Requires the ability to regularly walk, stand, talk and hear. Must have the ability to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision.

Working Conditions

General office environment

Regular, seasonal travel

How to Apply

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.