



**Posting Date:** July, 2021

**Position:** Undergraduate Admissions Counselor

**Department:** Admissions

**Hours per Week:** Full-Time/ 12 month

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a full time Undergraduate Admissions Counselor located in Milwaukee, WI. Alverno College health, dental, vision, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

**Primary Function:** Recruit and enroll students appropriate to Alverno's weekday undergraduate programs with a concentration on first time freshman coming directly from High School. Communicate effectively with external audiences (students, families, school staff, and community partners) to build awareness and preference for Alverno College.

**Secondary Function:** Support college-wide Admissions recruitment and enrollment efforts, including adult and graduate programs.

### **Primary Duties and Responsibilities**

*The following information is not meant to be all-inclusive.  
Other duties and responsibilities may be assigned as necessary.*

#### **1. Department Responsibilities**

- Manage prospective student pool to meet enrollment goals in Alverno's undergraduate programs
- Proactively develop and maintain relationships with prospective undergraduate students throughout the recruiting lifecycle (Inquiry, Admit, Accepted Student, and newly Enrolled Student)
- Counsel prospective students on Alverno undergraduate degrees and areas of study
- Facilitate the admissions and registration process through clear, consistent and timely communication to prospective students (appointments, phone calls, emails, texts, and letters, etc)



- Schedule and conduct individual appointments with prospective students and their families
  - Process application, scholarship, and registration materials accurately and in a timely manner
  - 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
  - Provide guidance and explanation to students and families regarding financial aid process and packages
2. Develop and maintain relationships within key market segments for Alverno's undergraduate programs through outreach efforts and through support of Alverno's marketing efforts.
  3. Coordinate community outreach with Hispanic/Spanish speaking prospective students and families.
  4. Work collaboratively with the Admissions team to support enrollment
  5. Work collaboratively across internal college departments to facilitate the admissions process.
  6. Participate in department meetings, committees, and official college functions when appropriate.
  7. Demonstrate a commitment to SOARING values
  8. 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.
  9. Comply with safety procedures and maintain clean and orderly work areas.
  10. Perform other tasks as necessary to support the mission of the College.

### **Qualifications and Education**

#### **REQUIRED**

- Bachelor's degree is required.
- Bilingual in Spanish/English required.
- Requires proficiency in Microsoft Word and Excel. Requires working knowledge of database systems, Colleague preferred. Familiarity with a sales (CRM) or student database preferred.
- Requires the willingness and ability for extended independent travel seasonally (Fall and Spring) for 3 – 6 weeks. Most travel will require the employee to drive long distances, including outside of the state of Wisconsin.
- Required work on evenings (average of 2 evenings per week) and some weekends (average of once per month)
- Requires excellent written and oral communication skills including the ability to articulate the value of an outcome-based education.
- 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.
- Requires attention to detail, strong organizational skills, and the ability to multi-task, prioritize, and work with frequent interruptions.
- Valid driver's license with a driving record that meets the qualifications of an Alverno driver.



### *PREFERRED*

- A minimum of two (2) years of professional work experience in higher education is preferred. Prior recruiting experience, successful sales, marketing, or relationship building experience is highly preferred.
- Demonstrated ability to work both independently and collaboratively as a member of a team.
- Demonstrated ability to work with diverse populations of students, parents, and community members.
- Demonstrated effectiveness in achieving both short term and long-term objectives and goals.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

---

### **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*