



Posting Date: October, 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.
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Primary Duties and Responsibilities

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

Department Responsibilities

- Proactively develop and maintain relationships with prospective undergraduate students throughout the recruiting lifecycle
- Process application, scholarship, and registration materials
- Maintain accurate and current student data in department preferred databases (Recruiter, Colleague, Excel)
- Facilitate the admissions and registration process through clear, consistent and timely communication to prospective students
- Manage prospective student pool to meet enrollment goals in Alverno's undergraduate programs
- Provide guidance and explanation to students and families regarding financial aid process and packages



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

- Schedule and conduct information sessions (on and off-site) as appropriate
- Participate in external fairs and conferences as appropriate
- Provide outreach to the community, including, but not limited to high schools

Work collaboratively with the Admissions team to support enrollment

- Develop and apply knowledge of college-wide Admissions and recruitment programs and practices
- Provide staffing for Alverno coordinated recruitment events; information sessions, open houses, conferences, trainings, etc.

Work collaboratively across internal college departments to facilitate the admissions process.

- Stay current on happenings that affect enrollment through meetings, email, minutes, social networking sites
- Provide input to faculty and staff on matters that affect the enrollment and admissions process

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.*

Qualifications and Education

1. Bachelor's degree is required.
2. Bilingual in Spanish/English preferred.
3. 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.
4. Required work on evenings (average of 2 evenings per week) and some weekends (average of once per month)
5. 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.
6. Requires proficiency in Microsoft *Word* and *Excel*. Requires working knowledge of database systems, Colleague preferred. Familiarity with a sales (CRM) or student database preferred
7. Demonstrated effectiveness in achieving both short term and long term objectives and goals.
8. Eagerness to work in a fast-paced, results-driven department committed to adopting enrollment best practices.
9. Requires excellent written and oral communication skills including the ability to articulate the value of an outcome-based education.
10. Requires the ability to communicate and respond to both internal and external customers professionally and in a timely manner
11. Valid driver's license with a driving record that meets the qualifications of an Alverno driver.

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.



ALVERNO COLLEGE
ESTABLISHED 1887

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