



Posting Date: January, 2019

Position: Adult and Graduate Admissions Counselor (**Part-Time**)

Department: Admissions

Hours per Week: 20-24 hours/week

Alverno College is a private liberal arts college with an internationally acclaimed ability-based program and diverse student body. A Catholic College founded by the School Sisters of Saint Francis, we are dedicated to the undergraduate education of women while serving men and women in our adult and graduate programs. Our low instructor-to-student ratio and collaborative faculty contribute to a positive learning environment. We provide students with real-life, hands-on experiences in the classroom, in study abroad opportunities and in professional internships related to their major. These experiences, among others, have resulted in Alverno College being recognized among the top four Midwest Regional Universities in the 2018 *U.S. News & World Report* "Strong Commitment to Teaching" category for the eighth consecutive year.

The College is seeking applicants for a part-time Adult and Graduate Admissions Counselor for the Admissions department located in Milwaukee, WI.

Primary Duties and Responsibilities

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

Responsible for recruiting, monitoring and facilitating process for driving inquiries to application and through the enrollment process for adult and graduate programs. Specific territory and population assignments may include Masters in Community Psychology, Masters in Music Therapy, Adult Undergraduate Business and Communications. Candidate will be responsible for management and growth of the prospective student database and driving inquiries to applicants. 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.

Qualifications

- **Cover letter and resume are required**
- Required work on evenings (average of 1 evening per week) and some weekends (average of once per month)
- Requires the willingness and ability for independent local travel. Some travel may require the employee to drive long distances, including outside of the State of Wisconsin.
- A minimum of four (4) years of professional work experience in higher education is preferred. Prior recruiting experience, successful sales, marketing, or relationship building experience is highly preferred.
- Motivated by opportunity to positively change the lives of prospective students from all backgrounds.
- Demonstrated ability to work with diverse clientele.
- Knowledge of ability-based, outcome oriented educational practices is preferred.
- Willingness to suggest and apply creative thinking and new approaches to create and maintain excellent prospective student engagement.
- Demonstrated effectiveness in achieving both short term and longer term objectives and goals.



- Eagerness to work in a fast-paced, results-driven department committed to adopting enrollment best practices.
- 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.
- Must have the ability to professionally respond to variations in schedules and plans.
- Requires proficiency in Microsoft *Word* and *Excel*. Requires working knowledge of database systems, Colleague preferred. Familiarity with a sales (CRM) or student (database preferred).
- Demonstrated ability to work both independently and collaboratively as a member of a team.
- 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.

Education

Bachelor's degree is required; Master's degree is preferred.

How to Apply

Apply on-line at www.alverno.edu

Please attach cover letter and resume to the on-line application.

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