

Admission Counselor

Position Overview

Butler University seeks a degreed professional to promote and represent the university to prospective students and assist students and families in the enrollment process. Reports to an Associate Director of Admission and is responsible for all aspects regarding recruitment of prospective first year (and transfer students). Uses a strategic approach to territory management with guidance of the senior team to ensure steps are in place to meet enrollment goals. Assists with the coordination of projects and programs as assigned.

Responsibilities:

- Manage an assigned territory strategically that involves approximately 10-12 weeks of recruitment travel such as high school visits, college fair attendance, student and parent panel participation, interviews, case studies, and prospective or admitted student receptions
- Utilize territory management tools to build travel schedule and determine outreach by market
- Effectively represent and communicate the mission of Butler University
- Counsel constituents on the admission and financial aid process to support enrollment
- Build relationships and follow-up communications with college counselors within territory
- Proficient in generation of applications, application completion and comprehensive review of applications by territory and programs
- Compile periodic updates reports to assess three year territory trend and yield activity
- Demonstrate proficiency with the financial aid process
- Assume program, project/process coordination, and/or liaison responsibilities as assigned
- Proficient in small and large group presentations
- Detail-oriented and good time management skills as applied to managing phone calls, emails, and university inquiries
- Participate and support student visit programs and admission events
- Collaborate with the alumni to support recruitment within the assigned territory
- May serve as a supervisor for an admission intern
- Effectively utilize office technology (Slate / PeopleSoft / SAS)
- Communicate regularly with supervisor and other team members
- Perform other duties as assigned

Requirements:

Minimum Qualifications:

- Bachelor's degree
- Professional experience within a college or university with knowledge of admission and financial aid processes desired
- Exceptional communication, public speaking and organizational skills

- Proficiency is presentation, word processing and spreadsheet software
- Ability to work independently with little daily supervision
- Valid U.S. driver's license and good driving record
- In addition to overnight travel, this position requires some evening and weekend work

Preferred Qualifications:

- Butler graduate
- Admission/Enrollment Management related experience
- Experience in international, multicultural recruitment
- Ability to speak another language is beneficial

To Apply

Applicants must submit:

- Completed Butler University Employment Application form available at https://www.butler.edu/sites/default/files/employee_application_form.docx
- Resume
- Cover Letter
- List of three (3) references, including contact information and your relationship to them

Application and completed support materials should be submitted via email to Andy White, Associate Director of Admission at apply@butler.edu

Only completed applications will be considered.

Butler University is committed to enhancing the diversity of the student body and our faculty and staff. In addition hiring decisions are made on the basis of an individual's qualifications, past experience, overall performance, and other employment-related criteria. Butler University provides equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.