

## Admissions Counselor (Recruiter)

**Purdue University Northwest**, a comprehensive regional university within the Purdue University system, has two Northwest Indiana campuses in Hammond and Westville. With more than 15,000 students enrolled last fall and nearly 70 undergraduate and graduate degree programs, Purdue Northwest is Indiana's fifth largest public university.

### Description:

#### Campus Events:

- Assist with the coordination of On Campus Admissions Events, for example: Open House, Scholarship Breakfast, Guidance Counselor Events, AIST, etc.
- Assist with the coordination of the Central Midwest College Fair
- Partner with academic departments for promotion and marketing of open houses
- Work with Executive Director to market events to internal and external audiences

#### Recruitment:

- Responsible for executing targeted recruitment activities-strategies designed to attract and enroll a freshman class as well as transfer students as defined by the university-wide enrollment goals and the university strategic plan.
- Identify and Offer Admissions Scholarships to admitted students
- Target specific groups of students for recruitment as assigned (eg. Dual enrollment, high-achieving, etc.),
- Establish relationships with Guidance Counselors
- Attends high school visits, college fairs, and other events as determined
- Provide staff coverage in the Enrollment Service Center
- Manages a recruitment territory by maintaining contact with prospective students and their parents through the entire admission process through direct mailings, phone calls, high school visits, college nights, on-campus events and other strategies
- Participates in campus visits, events, and open houses, during the week and weekends when needed
- Conduct admissions presentations to prospective students
- Develop, implement and coordinate recruitment activities in conjunction with the admission recruiting lead

#### Other Duties:

- All other duties specifically designed to meet university and department strategic goals

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#### Hammond Campus

2200 169th Street ■ Hammond, IN 46323  
(219) 989-2213 ■ admissions@pnw.edu ■ pnw.edu

#### Westville Campus

1401 S. U.S. Hwy. 421 ■ Westville, IN 46391  
(219) 785-5505 ■ admissions@pnw.edu ■ pnw.edu

- Other duties as assigned

**Required:**

Must be a self-starter with strong written, oral, and interpersonal skills. Proven success at organizing recruitment events and providing professional presentations. Must be self-motivated, have attention to detail, focus on quality, and be team-oriented. Ability to manage involvement in multiple projects is essential. Ability to build collaborative work relationships among Admission staff and other Enrollment Management units is also essential. Demonstrated ability to build strong relationships with community partners in high schools and area colleges required. Ability to work with diverse populations. Strong team oriented approach to meeting enrollment goals necessary. Ability to use transportation to attend recruitment events scheduled days, evenings and sometimes weekends/overnight travel. Load and transport admissions materials, displays and other equipment. As a part of the job responsibilities associated with this position, knowledge of rules and regulations set forth by the NCAA and conference should be maintained, reviewed and practiced to ensure compliance relative to those applicable duties.

**Preferred:**

Broad understanding of the enrollment process for prospective and newly admitted students. Knowledge of Northwest Indiana, Michigan, & Illinois High School and Community College markets preferred. Proven success at organizing recruitment events and providing professional presentations. Must have demonstrated analytical and problem solving skills. Ability to manage involvement in multiple projects is essential. Ability to build collaborative work relationships among Admission staff and other Enrollment Management units is also essential.

**To Apply:**

Applicants must submit a completed Purdue University Northwest Employment Application form available at:  
[http://purdue.taleo.net/careersection/nc\\_3/jobdetail.ftl](http://purdue.taleo.net/careersection/nc_3/jobdetail.ftl)

**Additional information:**

- For information regarding our excellent benefits package, please visit: [www.purdue.edu/benefits](http://www.purdue.edu/benefits)
- Professional references will be verified prior to any offer of employment. Employment is contingent upon completion of successful background check and motor vehicle records check.

*Purdue Northwest is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. We aim to attract and retain talented employees like you! Purdue University Northwest is an EEO/AA employer. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply. For crime statistics and crime prevention programs at Purdue Northwest, see our Clery Act Notice.*

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