



Office of Work Life Engagement

POSITION ANNOUNCEMENT

Position: Admissions Counselor
Department: Office of Admissions
Reports to: Assistant Director of Admissions

Responsibilities:

Primary responsibility is recruiting undergraduate students to attend Anderson University. Responsibilities include set and achieve individual target goals for new student enrollment; counsel prospective applicants on the admission process and opportunities at the University; review and score applications and other materials submitted by applicants; represent the university on and off campus to prospective students, parents, and high school guidance counselors; plan and implement recruitment activities with travel to include attending college fairs, high school visits and individual student appointments; manage ongoing strategic communications with high school counselors; manage portfolio of prospective students; participate in and assist with coordination of on-campus and off-campus student recruitment programs.

Qualifications:

The successful candidate must have a bachelor's degree; one to two years of experience in higher education or relevant field is desirable. Ability to accurately assess the needs and priorities of a diverse population of individuals and groups; utilizing appropriate methods to guide or facilitate a decision-making process. Excellent interpersonal, written and verbal communication skills. Must have strong time management and organizational skills, high attention to detail, and the ability to work in a multi-tasked, goal oriented and deadline driven environment. Work required tact, discretion and confidentiality. The position requires day and evening travel, some weekend hours required through the year, with majority being in the fall of each year. Some light lifting related to travel and events.

Benefits: This is a 100% FTE position. Eligible for university benefits.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.