

Job Title:	Associate Enrollment Counselor	Hourly/Salary:	Salary
Department/Area:	Enrollment / Undergraduate	Classification:	Non-Exempt
Location:	Main Campus	Travel Required:	Yes
Hourly/Salary Range:		Position Type:	Full Time
HR Contact:	Terry VanMeter	Date posted:	02/12/2018
Position Fill Date:		Posting Expires:	
External posting URL:	www.campbellsville.edu		
Internal posting:	Human Resources Board		
Applications Accepted By:			
Fax: (270)-789-5180 E-mail: jobs@campbellsville.edu Subject Line: Associate Enrollment Counselor Attention: Terry VanMeter		Mail: Director of Human Resources Campbellsville University 1 University Drive UPO 944 Campbellsville, KY 42718	
Job Description			
<p>Summary:</p> <p>The Enrollment Counselor will (a) serve as enrollment counselor within a given geographic region, (b) recruit, follow-up, and enroll students within the region, (c) develop innovative strategies to open new markets, and (d) contribute to the collaborate team environment of undergraduate enrollment.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree required. • Two years of recent college admissions, sales, or marketing experience are preferred. • Outstanding relational, communication, and organizational skills. • Significant technical and computer skills. • Ability to communicate and interact remotely with students. <p>Responsibilities:</p> <p>A. Enrollment Counselor with Geographic Area</p> <ul style="list-style-type: none"> - Actively recruit within an assigned geographical area. - Provide consistent and efficient follow-up on all assigned prospective students and applicants. - Recruit in high schools, churches, college fairs, college day/night programs, student conferences, financial aid workshops, and other appropriate meeting or events. - Obtain student documentation needed by applicants to gain admission to the university. - Provide guidance and direction to and maintain quality control of assigned intern. - Assure the flow of financial aid information to applicants requesting aid. <p>B. Enrollment Administration</p> <ul style="list-style-type: none"> - Manage resources including travel/recruitment budget for assigned geographic area. - Develop positive relationships with guidance counselors within geographic assigned area. - Develop positive relationships with pastors, youth ministers, and other church staff within geographic assigned area. <p>C. Events Coordination</p>			

- Provide leadership and management to oncampus recruiting events such as Preview Day.
- Oversee and organize the opening of new high school markets.
- Develop new strategies for oncampus events to generate leads.

D. Broader Team Involvement

- Provide training to new enrollment team members when called upon.
- Participate in meetings, trainings, retreats, and other team functions to foster cooperation and expertise.
- Fulfill other duties as assigned by the Director.

Essential Responsibilities:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University, a comprehensive Christian institution offering undergraduate (associate and baccalaureate) and graduate (master's level) programs, stresses academic excellence solidly grounded in the liberal arts, personal growth, integrity, and fellowship within a caring environment. Campbellsville University is centrally located in the heart of Kentucky and has been listed in US News and World Report as one of "America's Best Colleges" for 18 consecutive years. The University seeks to prepare students to enrich their own lives through lifelong learning, to contribute to their respective disciplines through continued scholarship, and to advance society as Christian servant leaders. An employee of Campbellsville University is expected to participate in the life of a local church in keeping with the spirit of the institutional mission statement and core values. The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Reviewed By:		Date:	
Approved By:	Terry VanMeter	Date:	02/12/2018
Last Updated By:		Date/Time:	