

Bethel College Admissions Counselor Job Description

Position Reports to: Vice President of Admissions

Fundamental Objectives of this Position: To contact, counsel, and encourage prospective students to make an informed decision about enrolling at Bethel College and to continue increase base of prospective students through recruitment travel and various forms of direct communication.

Duties and Responsibilities: Plan, organize and implement recruitment trips in assigned territory. Generate names of prospective students through high school visits, church and college fair visits. Initiate personal contact with prospective students through telephone calls, social media, letter/postcard follow-up, and home visits. Encourage students to apply for admission, complete their file for acceptance, and assist them with basic financial aid matters. Facilitate communication and build support from alumni, pastors, teachers, counselors, and the general public toward the admissions effort. Be knowledgeable about Bethel College academic programs, admission requirements and student life programs. Participate in Bethel College prospective student visit weekends with hosting, campus tours, and special activities. Work with student counselor assistant in achieving territory goals. Evaluate recruitment strategies and recommend ideas for improvement. Develop professional knowledge and skills to increase personal effectiveness. There will be travel required for this position.

All the essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation. This position description is not all-inclusive and may change at the option of the (supervisor or department head). Any major change will result in the position being reviewed for reclassification.

Supervisory Responsibility: Supervise student counselor assistants, student ambassadors, and overnight hosts.

Job Requirement: Bachelor's degree required.

Certifications, Licenses, Registrations: Must have & maintain a valid driver's license.

Physical Demands: Ability to facilitate complete campus visit including walking long distances and navigating several flights of stairs; to handle physical demands of extensive travel including flying and driving long distances; and to lift and carry materials weighing up to 40 pounds.

Application Process: Please send a Bethel College Employment Application, cover letter and resume with contact information for three references to Rosa M. Barrera, Assistant to the President, Bethel College, 300 East 27th Street, North Newton, KS 67117 or by email to rbarrera@bethelks.edu.