

POSITION POSTING

POSITION: Graduate Admissions Counselor
REPORTS TO: Assistant Director for Graduate and Transfer
DATE POSTED: April 13, 2018
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2018443

Summary/Objective: This posting is for a full-time, 12-month, 40 hours per week, non-exempt position. This position is responsible for recruiting students to the University of Findlay. The position will require close collaboration with specific programs as well as frequent travel to attend college fairs/professional meetings, and to establish relationships with businesses, school systems, health care organizations, and community colleges. Evening and weekend work is required.

Required Education and Experience:

1. Bachelor's degree.
2. 18 months of related industry experience.
3. Proficiency in Microsoft Word, Excel, Access (or other databases), Windows 10 are also required.

Preferred Education and Experience:

1. Master's degree.
2. Three or more years of related industry experience.
3. Previous experience with Customer Relations Managing (CRM) system is a plus.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop, implement, and evaluate detailed recruitment plan for each program.
2. Communicate regularly with program directors to ensure that recruitment materials are current and accurate.
3. Represent UF at fairs, shows, and professional meetings.
4. Assist with lead mailings and identify appropriate mailing lists for recruitment.
5. Cultivate and maintain relationships with businesses, school systems, health care organizations, and community colleges through planned outreach.
6. Document all recruiting efforts and recommend advertising and outreach initiatives.
7. Work with Inquiry Manager and Program Directors to maintain contact from lead to enrollment.
8. Assist prospective students from lead to enrollment.
9. Assist director as needed with support and orientation services.
10. Perform all other duties deemed appropriate for this position.

Competencies:

1. Teamwork Orientation.
2. Communication Proficiency.
3. Technical Capacity.
4. Problem Solving/Analysis.
5. Thoroughness.
6. Collaboration Skills.

7. Ethical Conduct.
8. Organizational Skills.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone. Light to moderate lifting may be required.

Travel:

A valid US Drivers' license with a safe driving record is required, and the energy and ability to travel. Some evening and weekend work, and some overnight travel are expectations of this position.

The Office of Human Resources will accept complete applicant files for Requisition Number 2018443 until the position is filled. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer
Male/Female/Disabled/Vet.