

Admissions Counselor Position

The Berry College Office of Admissions invites applications for an Admission Counselor to join the innovative team of professionals committed to providing access to higher education to students from any background. The successful candidate will represent the College to individuals and groups on and off campus, and as such will be inclusive of the diversity of our global society. Our work to serve students involves using technology efficiently to drive results. The successful candidate will assemble and analyze data, in collaboration with the Admissions Team, to define goals for assigned recruiting market regions that align with the overall enrollment goals of the institution.

Routine assignments include but are not limited to traveling 6-10 weeks per year, meeting with prospective students and families to discuss admissions processes and student qualifications, guiding conversations with families about financial planning for college, leading information sessions, gathering and reporting data relevant to daily activities, participating in outreach efforts through various channels, and building relationships with high school counselors and community-based organizations. In addition to recruitment, this position could include work with scholarship programs, transfer students, marketing, inter-departmental liaison relationships, and other responsibilities as assigned.

Applicants must be very motivated, organized, and team-oriented. Night and weekend work is expected during peak seasons.

Minimum Qualifications:

- Passion for helping others
- Growth mindset
- Desire to build and interact with community
- Excellent time management skills
- Ability to work independently and collaboratively
- Exceptional written and oral communication skills
- Willingness to trouble-shoot and problem solve
- Openness to feedback and coaching
- An understanding of the value of a liberal arts education
- Bachelor's degree
- Valid driver's license

Preferred Qualifications:

- Fluency in Spanish
- Experience working on a team to solve complex data challenges
- Experience working with Customer Relationship Management (CRM) systems

Berry College offers industry leading healthcare benefits, a positive working environment, and excellent retirement plans.

Review of candidates will begin September 4, 2019 and continue until position is filled. Please submit a letter of interest, resume and three professional references.

To apply online, visit:

<https://berry.interviewexchange.com/jobofferdetails.jsp?JOBID=114988>