

# KUYPER COLLEGE

## POSITION DESCRIPTION

**Job Title:** Admissions Counselor – Workplace Partners

**Department:** Admissions

**Reports To:** Director of Admissions

**FLSA Status:** Part-Time (approximately 20-25 hours per week)

**Prepared Date:** December 2020

**Summary:** The Admissions Counselor-Workplace Partners, through faithful service to accomplish the mission of Kuyper College is responsible for promoting Kuyper College and supporting its enrollment efforts by cultivating effective relationships with prospective undergraduate students and key influencers for the Workplace Partners Program. This is accomplished by a coordinated effort within the admissions team and across the college. Key activities include travel, personalized correspondence, daytime and evening phone contacts, electronic communication, hosting visitors at the Center for Community Transformation and intentionally building and nurturing relationships with key influencers.

**Essential Duties and Responsibilities:** include the following:

- Manage an admissions recruitment assignment with specific contact and recruitment goals.
- Serve as the first admissions contact for the Workplace Partners Program.
- Visit with churches, key ministry partners, high schools, and attend special events to build Kuyper's visibility, develop relationships and recruit students. The nature of the duties will require some weekend and evening hours.
- Connect prospective students with other college resources, including Faculty, Academic Office, Financial Aid and Business Office.
- Knowledge of the Financial Aid process, specifically how it relates to the Workplace Partners Program.
- Host students for individual visits in person or virtual.
- Understand and represent Kuyper College and its reformed philosophy, beliefs, distinctive characteristics, and objectives to prospective students, and influencers.
- Maintain and accurately record regular contact with prospective students and influencers.
- Other duties as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Associates degree preferred. Experience in sales, public relations, nonprofit administration or business.

**Certificates, Licenses, Registrations:** A valid U.S. driver's license is required.

**Communication Skills:** This position requires drafting correspondence; proofreading correspondence for spelling, grammar, and content errors; and performing other tasks requiring a significant level of communication skills. Maintain and handle confidential information.

**Decision Making/Judgment:** This position requires independent judgment in setting priorities and organizing work to accomplish results. Some of the responsibilities of this position are performed in accordance with existing procedures and instructions.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of and capacity to effectively utilize Database software, Internet software, Spreadsheet software, and Word Processing software.

**Other Skills and Abilities:**

- 1) Self-motivation
- 2) High energy
- 3) Ability to effectively interact and work with all types of people, including those of a different race, age or gender
- 4) Ability and desire to understand Kuyper College
- 5) Ability to travel
- 6) Enthusiastic supporter of Christian higher education, ministry-focused Christian leadership, and the goals of Kuyper College

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

- 1) Lifting and/or carrying objects weighing 5-25 lbs.
- 2) Pushing or pulling of carts, dollies, and the like.
- 3) Driving an automobile on public roads and highways.
- 4) Ability to stand for long periods of time
- 5) Proofreading and checking documents for accuracy.
- 6) Using a keyboard to enter, retrieve or transform data.

If you are interested in applying for this opportunity please submit your resume and cover letter to [hrapplications@kuyper.edu](mailto:hrapplications@kuyper.edu). Thank you for your interest in Kuyper College.



