



POSITION DESCRIPTION

Job Title: Admissions Counselor /Admissions Counselor (International)

Department: Enrollment

Reports To: Director of Admissions

FLSA Status: Full-time, Exempt

Prepared Date: December 2021

Summary: This position exists to promote Kuyper College and support its enrollment efforts by managing effective relationships with prospective undergraduate students, parents, and other influencers. This is accomplished by a coordinated effort within the enrollment team and across the college. Key activities include travel, personalized correspondence, daytime and evening phone contacts, electronic communication and hosting visitors on campus.

Essential Duties and Responsibilities include but are not limited to:

- Manage an admissions counseling/student recruitment assignment with specific contact and recruitment goals.
- Visit churches, high schools, college fairs, and attend special events to build Kuyper's visibility, develop relationships and recruit students. The nature of the duties will require some overnight, weekend and evening hours.
- Counsel prospective students and parents regarding the general college search process, all aspects of college life, and admissions and financial aid process.
- Connect prospective students and parents with other college resources, including faculty, student life, academic office, and business office.
- Participate in the planning and implementation of on-campus and off-campus admissions, recruitment, financial aid, and orientation events.
- Host student visitors and parents for individual visits and tours of the campus.
- Understand and represent Kuyper College and its reformed philosophy, beliefs, distinctive characteristics, and objectives to prospective students, parents, and influencers.
- Assist in supervising afternoon and evening calling shifts for Student Interns.
- Maintain and accurately record regular contact with prospective students, parents and influencers.
- Work with International students during the admissions process
- Maintain and accurately record paperwork needed for International student files.
- Keeping Kuyper's international SEVIS file up to date, along with student status with the federal government.
- Maintain current knowledge of Kuyper programs, activities, and opportunities and effectively communicate these to prospective students, parents and friends of the college.
- Uphold the NACCAP (North American Coalition for Christian Admissions Professionals) Principles of Good Practice in promoting Kuyper College.
- Other duties as assigned.

Qualifications: To perform this job successfully, the individual must be committed to the strategy of the department. The ideal candidate will have the personality and tenacity to fulfill the duties listed above. A willingness to learn aspects of the job that are new or unfamiliar.

Education and/or Experience: Bachelor's degree required; preferred 1-2 years' experience in higher education, 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
- 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

Accountability: The position follows practices and routines that are established by others and/or provides support to employees in the Enrollment Division.

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 and overnight travel.
- 4) Ability to stand for long periods of time and give walking tours of the campus.
- 5) Proofreading and checking documents for accuracy.
- 6) Using a keyboard to enter, retrieve or transform data.

If interested in this opportunity, please send your cover letter and resume to HRApplications@kuyper.edu