UNDERGRADUATE ADMISSIONS COUNSELOR

POSITION: Undergraduate Admissions Counselor
SUPERVISOR: Director of Undergraduate Admissions
DEPARTMENT: Enrollment Management

GENERAL JOB DESCRIPTION

Recruit and assist in attracting and selecting a qualified and diverse undergraduate student that meets Tiffin University’s enrollment and academic needs. The position entails an eight-week travel season; frequent phone, written and e-mail correspondence; and evaluation of applicant files. Willingness to work weekends and evenings is also required.

MAJOR DUTIES AND RESPONSIBILITIES

- Recruit and assist in attracting and selecting a qualified and diverse undergraduate student that meets Tiffin University’s enrollment and academic needs;
- Schedule, coordinate, and visit high schools, and community colleges in assigned geographical areas to recruit prospective students. 8-10 weeks of travel per year required;
- Oral presentations on and off campus;
- Tele-counseling;
- Understand the college mission; implement and abide by the college policy;
- Maintain effective interpersonal and departmental communication;
- Exhibit skills and attitudes that reflect good customer service;
- Correspond with prospective students;
- Interview and counsel prospective students and families about admission, financial aid, academic programs, extracurricular programs, and student life at Tiffin University. Counseling about general college planning is also necessary. Develop effective relationships with high school and community college personnel, alumni, and any others in positions to influence youth with their college decision;
- Contribute to the development of Admission policy and procedures. Evaluate application files and recommend admission decisions;
- Assist in planning and coordinating special recruitment strategies and programs, both on and off campus, for prospects, their families, personnel of secondary schools and community leaders;
- Assist Office of Undergraduate Admissions in providing tours for visitors when necessary;
- Ability and willingness to work evenings and weekends;
- Assist in developing and implementing emerging electronic communication strategies while also determining how they should impact Admission counseling efforts; and

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• Assist in the training of tour guides and student employees when necessary.

QUALIFICATIONS AND SKILLS

• Strong interpersonal skills; including ability to develop and maintain effective, collaborative professional relationships with staff and faculty colleagues;
• Strong listening and organizational skills. Excellent oral and written communication skills essential. Ability to think creatively and strategically;
• Knowledge of and strong skills in the use of technological tools and systems used to support and deliver admission programs and services to prospective and current students including creating and using such tools as database, report generators, word processing, electronic mail, spreadsheets, and electronic presentations;
• Minimum technology requirements including ability to do word processing, send and receive electronic mail and attachments, access and download information from the Web to print or create file, create and use spreadsheets (Excel) create electronic presentations (PowerPoint), update basic web site information (html.), and ability to use AOP database;
• Extensive domestic travel required;
• Understanding of and commitment to Tiffin University’s Vision, Mission, and Values;
• Bachelor’s degree required; master’s degree preferred.

EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

Interdependence: Fosters collaboration across the University
Communication: Strong decision making and communication skills
Accountability: Formulates effective and progressive strategies aligned with University mission and values
Respect: Creates an engaging, collaborative class room environment by bringing diverse students and ideas together.
Entrepreneurship: Influences and Inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.

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All qualified and interested candidates should submit resume and a minimum of three references to:

Nadia A.V. Lewis Assistant Vice President for Human Resources
Tiffin University tuemployment@tiffin.edu

Attention: Ms. Sarah Johnson, Director of Undergraduate Admissions

We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

Nondiscrimination Policy: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator.

Tiffin University is an Equal Opportunity Employer

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