Employment Opportunity

POSITION: Admission Counselor

DEPARTMENT: Undergraduate Admission and Financial Aid Resources

SUPERVISOR: Director of Admissions

SUMMARY: Recruit qualified transfer, international, and special population students for admission and enrollment to the University of Dallas. Travel to off-campus recruitment events, evaluate application files for admission decisions, meet with students in person, conduct on-campus admission presentations to groups of students/parents, and contact students and parents via phone, email and mail. The position requires travel to local community colleges and high schools, and the ability to work evenings and weekends, as needed for success.

RESPONSIBILITIES:

- Nurture, build, and sustain ongoing professional relationships with prospective students and those who influence them to achieve assigned enrollment management objectives.
- Familiarity with transfer, international, and non-traditional student cultures and any distinctive aspects of the culture, including but not limited to sources of students, preferences of students, and sources of competition.
- Research the potential for travel and recruiting programs, develop a plan for off-campus activities to achieve enrollment management objectives, present this plan for the Director’s approval, and then execute the approved plan within the approved budget.
- Monitor the receipt of applications and determine the best next steps in the recruitment process for each applicant.
- Evaluate applications for admission; use discretionary professional judgment regarding each applicant’s academic preparation, academic work ethic, and fit for the academic programs at the University of Dallas.
- Perform transcript evaluations and communicate transferability of credit to prospective students in a timely manner.
- Document activity and decisions about applications for admission in accordance with established standards.
- Communicate with prospective students about financial aid, financial resources, etc.
- Accurately record all inbound and outbound communication with prospects and applicants within the appropriate software using office protocol.
- Supervise, train, mentor, and evaluate the work of one or more part-time marketing interns providing paraprofessional support towards achievement of enrollment objectives.
- Supervise student interns.
- Possess a valid Texas driver’s license with a favorable driving record.
- Perform other duties as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor’s degree from an accredited university with 1-2 years of related experience preferred.
- Excellent interpersonal skills and strong organizational/task-oriented approach.
- Ability to prioritize tasks.
- Demonstrated work ethic and ability to work without direct supervision.
- Ability to communicate effectively, both orally and in writing with excellent public speaking skills to develop and deliver presentations to large groups.
- Ability to work as part of a team in a service-oriented environment.
- Ability to develop, collect, analyze, and interpret data used for student recruitment.
- Demonstrated organizational skills, attention to detail, and deadline orientation in a customer service and sales situation.
- Ability to learn and use complex relational databases in routine performance of daily job functions. Proficiency in MS Office Systems required (e.g., Word, Excel, PowerPoint); experience with university administrative database preferred (e.g., Slate, Banner).
- Ability to articulate key aspects and benefits of a Catholic liberal arts education.

COMPENSATION: This is a full-time, exempt position. Compensation will be based on experience and qualifications within an established pay range. Benefits include eligibility to participate in medical, dental, life & disability insurance; paid vacation, holiday and sick leave; tuition waiver for employee and family; and cafeteria and retirement plan contributions as described in the employee handbook.

EMPLOYMENT ELIGIBILITY: All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

APPLICATION PROCEDURES: All applications should be submitted online. Inquiries regarding a posting can be made via fax, email or in person at:

Office of Human Resources
Carpenter Hall
1845 E. Northgate Dr.
Irving, TX 75062

Fax: (972) 721-4095
E-mail: hr@udallas.edu

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