

# UNIVERSITY OF DALLAS

Admission Counselor

Job Number: 6835UD

**Enrollment**

**Date Posted: May 07, 2019**

---

## **WHO WE ARE**

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

## **JOB DESCRIPTION**

UD is currently seeking an Admission Counselor who will recruit qualified freshman 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.

## **PRIMARY RESPONSIBILITIES**

- Nurture, build, and sustain ongoing professional relationships with prospective students and those who influence them to achieve assigned enrollment management objectives.
- Become familiar with freshman student cultures and any distinctive aspects of the culture, including but not limited to sources of students, preferences of students, and sources of competition. Learn and use what works best in this culture for achievement of enrollment management objectives.
- Research the potential for travel and recruiting programs, develop a plan for off-campus activities to achieve enrollment management objectives most effectively, present this plan for the Director's approval, and then execute the approved plan within the approved budget.
- Cultivate alumni, parents, college counselors, and other constituencies to assist with the recruitment process.
- Regularly monitor the inquiry, prospect, application, and deposit numbers to focus on attaining assigned objectives.
- Strategically determine the best next source and means of institutional contact for prospects.
- Continually re-qualify the inquiry pool, so that those inquiries most likely to enroll are the ones being contacted on a regular basis.
- Monitor the receipt of applications and determine the best next steps in the recruitment process for each applicant.
- Ensure that all inbound and outbound communication with prospects and applicants is accurately recorded in an extremely timely manner within the appropriate software using office protocol.

# UNIVERSITY OF DALLAS

- Supervise, train, mentor, and evaluate the work of one or more part-time marketing interns providing paraprofessional support towards achievement of enrollment objectives.
- Evaluate applications for admission making each admit/deny decision using discretionary professional judgment about the applicant's academic preparation, academic work ethic, and fit for the academic programs at the University of Dallas.
- Document activity and decisions about applications for admission in accordance with established standards.
- Communicate with prospective students about financial aid, financial resources, and how to pay for college.
- Perform other duties as assigned.

## MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited university.
- Spanish fluency is preferred.

## ADDITIONAL INFORMATION

- The work requires a valid Texas driver's license with a favorable driving record.

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.**