

UNIVERSITY OF DALLAS

Admissions Counselor

Job Number: 7415UD

COB Recruiting and Admissions

Date Posted: August 14, 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 Admissions Counselor who is responsible for all activities associated with recruitment and admissions for graduate business students. Externally represent the college to prospective students and the external community. Advise potential applicants on admissions policies and procedures and course offerings. Accountable for assisting to generate a pool of prospective students and new student enrollments, as well as for quality of service and responsiveness to students.

PRIMARY RESPONSIBILITIES

- Become familiar with target audiences and their distinctive aspects, including sources of students, preferences of students, and sources of competition. Learn and use what works best in the area for achievement of recruitment and enrollment goals.
- Nurture, build, and sustain ongoing professional relationships with prospective students and those who influence them to achieve assigned enrollment management objectives by moving qualified students to progressively higher levels of interest and commitment through the enrollment funnel.
- Conduct information sessions and represent the University at other off-campus events.
- Cultivate alumni, current students, and other constituencies in the area and/or concentration to assist with the recruitment process.
- Regularly monitor the inquiry, hot prospect, and application numbers to focus on attaining assigned objectives.
- 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 for assigned areas and determine next best steps in the recruitment process for each one.
- Ensure that all inbound and outbound communication with prospects and applicants is accurately recorded in an extremely timely manner within Slate using established office protocols.
- Track applicants through the admission process and communicate throughout the process with applicants to ensure applicants are well advised of the status of their application, missing documents, etc.
- Assist with New Student Orientation and the timely dissemination of current and relevant information to incoming students.
- Attend annual conferences/professional development events as necessary.

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MINIMUM REQUIREMENTS

- Bachelor's degree required; MBA preferred.
- Three (3) to five (5) years of professional experience in higher education, preferably in graduate admissions or recruiting.

ADDITIONAL INFORMATION

- The work may include travel with occasional overnight stays.

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 seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.