

# UNIVERSITY OF DALLAS

Job Number: 11548UD

**Admissions Counselor**

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## WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have 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 Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

## JOB DESCRIPTION

UD is currently seeking an Admissions Counselor. This position will be 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. This position will be held 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 the 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 regularly.
- Monitor the receipt of applications for assigned areas and determine the 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 a timely manner within Slate using established office protocols.

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- Track applicants through the admission process while communicating 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.
- Other duties as assigned to ensure the efficient and effective operation of the Office of Graduate Admissions.

## MINIMUM REQUIREMENTS

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

## KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of MS Office applications (Word, Outlook, Excel, PowerPoint).
- Preferred knowledge and experience using student information systems such as Slate (CRM) and SCT Banner.
- Ability and willingness to learn and properly use complex relational databases in routine performance of daily job.
- Excellent interpersonal skills and ability to interact with prospective students, faculty, co-workers, and external stakeholders.
- Ability to articulate key aspects of graduate business education.
- Demonstrated work ethic and ability to work with limited supervision.

## ADDITIONAL INFORMATION

- Knowledge of AACSB and regional accreditation standards a plus.

## 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; tuition benefits 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.**