

Lincoln University Job Description

Job title:	<i>Admissions Counselor</i>
Department:	<i>Undergraduate Admissions</i>
Reports to:	<i>Assistant Director/Director</i>

Job Summary:

The Admissions Counselor will be responsible for representing the University to prospective students, parents, high school guidance counselors, two-year colleges, and visitors from the community by providing counseling services on university admissions.

Qualifications:

- Bachelor's Degree.
- One-year admissions or related experience.
- Must possess a valid driver's license and car to be used for travel.

Knowledge, Skills & Abilities Required:

- Effective and creative communicator, who can write and present in appropriate and persuasive ways on behalf of the University. Must have exceptional writing, editing, and oral communications skills.
- Willingness to travel nationally and internationally.
- Self-motivated with the ability to organize, set priorities, manage several projects at once under minimal supervision, and maintain confidentiality.
- Ability to develop relationships with internal and external constituencies.
- Demonstrated ability to develop initiatives with team-orientation and client-focused.
- Ability to collaborate cross-functionally within the division and with key units across the University.
- Strong project management and organizational skills with an attention to detail.
- Computer proficiency with Microsoft Word, Excel, PowerPoint, Outlook and various student information system technologies.

Essential Functions:

- Required attendance at day/night/weekend college fairs sponsored by local and national agencies in assigned geographical areas.
- Conducts area receptions for accepted students and school counselors in assigned areas.
- Coordinates electronic correspondences to prospective and accepted students.
- Evaluates credentials for Admissions, by administering the policies and procedures for student admissions, including, evaluation of transcripts, test scores, recommendations, etc.

- Assists with coordinating telemarketing campaigns to inquire about the status of students.
- Assist with contacting alumni around the country to participate in alumni recruitment.
- Visits secondary schools and other educational institutions as appropriate to meet with prospective students, guidance counselors, community agencies, teachers, administrators, and related organizations.
- Assist with information sessions and campus tours for visiting groups, individual students and parents.
- All other relevant duties as assigned.

Physical Demands:

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.

Work Environment:

The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

Application Submission:

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications and experience.
- Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources
Lincoln University
1570 Baltimore Pike
P.O. Box 179
Lincoln University, PA 19352

Or

Email: apply@lincoln.edu

IMPORTANT NOTE: Please indicate Job Title on Subject Line when emailing.