ADMISSION COUNSELOR

The Office of Admission invites applications for the admission counselor position. Reporting to and working directly for the director of admission, the admission counselor is the primary contact and coordinator of all admission-related or admission-sponsored travel in an assigned territory, working directly with students, parents and secondary school counselors. The admission counselor is integral to the Admission Office’s success of enrolling each incoming class.

This is a full-time salaried position and the normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday. Contingent upon the Office of Admission’s activities and events, occasional evenings and weekend hours are to be expected. Hours of work performance are approximately 40 hours/week.

KEY RESPONSIBILITIES:

- Recruitment activities in an assigned territory – As the primary and first point of contact for future Wofford students, parents and guests of the college, the admission counselor’s primary overall function is to recruit students to apply to and, ultimately, enroll at Wofford College. The admission counselor will counsel students, execute recruitment travel and evaluate applications for admission. Additionally, the admission counselor will plan and implement recruitment strategies and organize effective off-campus programs for students, parents and counselors.

- Administrative support – The admission counselor also will conduct information sessions and assist with on-campus recruitment and yield activities. S/he is customer service-oriented and must be an energetic, positive and welcoming first interaction for all guests.

- Other duties as assigned – The admission counselor performs other tasks, duties and projects as required and/or as assigned in contributing to the success of the Office of Admission.

WHAT WE ARE LOOKING FOR:

We seek energetic candidates with a strong sense of initiative, a sense of humor, the ability to work well independently and in a team, and the capacity to manage multiple responsibilities concurrently. The ideal admission counselor will possess excellent interpersonal, organizational, communication and presentation skills, as evidenced by previous work experience.

This position works with confidential information and will be subject to the college’s confidentiality policies. Keen attention to detail, punctuality and attendance adhering to the work schedule is expected and critical to providing effective and efficient support. Timeliness and multitasking along with prioritizing tasks/workload to meet timely deadlines are expected in this role.

QUALIFICATIONS:

Bachelor's degree, excellent writing and public speaking skills, and strong computer skills are required. Preference will be provided to candidates who demonstrate high energy, excellent communication skills to articulate the benefits of a broad-based liberal arts education and experience working in a student service or closely related office in higher education.

APPLICATION:

Email the following application documents: (1) letter of interest explaining your experience and how you meet the qualifications of this position; (2) current resume and (3) names and contact information (email and telephone numbers) of minimally three (3) professional references to Collins McCraw, senior associate director of admission at mccrawcw@wofford.edu. This position announcement will remain open until the position is filled.