



FAULKNER UNIVERSITY
Undergraduate Recruiter / Admissions Counselor

Department: Admissions

FLSA Status: Exempt

Grade/Level:

Work Schedule: Monday – Friday, 8:00 am – 5:00 pm

Position requires evening and weekend hours

Job Status: Full Time – 12 months

Reports To: Director, Admissions

Amount of Travel Required: Frequent

Positions Supervised: None

POSITION SUMMARY

Serve as an advisor, counselor, and interpreter of the University's policies to any individual seeking admission to the University. Implement strategies and policies to meet specific goals for undergraduate recruitment. Develop and maintain contacts with prospective students, schools and churches. Provide follow-up for enrollment, financial aid assistance, and scholarship recommendations. Participate in and assist with the organization of Admissions events. Position involves extensive travel and often requires late nights and weekends in addition to heavy customer service and public speaking.

AREAS OF RESPONSIBILITY AND ESSENTIAL DUTIES include the following. Other duties may be assigned.

Actively recruit students to attend Faulkner University

- Contact and counsel prospective students
- Initiate correspondence with prospective students through personal home visits, letters (including birthday cards, Christmas cards, etc.), phone calls, and emails
- Target specific groups (minority students, juniors/dual enrolled, etc.) as assigned by the Director of Admissions

Develop and maintain relationships outside the University for the purpose of recruiting students

- Contact at least four churches each month
- Generate contact names and information of prospective students through church listings, Christian high schools, youth rallies and Christian camps
- Generate names and addresses of students associated with the church through College Day programs, individual high school visits and Junior College visits
- Maintain a close liaison with high school and Junior college guidance counselors
- Serve as a University representative to secondary institutions

Serve as a liaison between the Admissions office and other campus departments

- Assist in obtaining financial aid for the prospective student in conjunction with the Financial Aid Office

Participate in on-campus Admissions events and activities

- Set up on-campus visits and tours for prospective students and their families
- Assist in planning and organization of major recruiting weekends such as Homecoming, Fall Visitation, Jamboree and College Bound Weekend

Provide follow-through to see that all pre-enrollment and enrollment needs of the student are met

- Serve as the primary point of contact for applicants during the entire application process
- Recommend to the Director of Admissions scholarships that should be offered to prospective student (academic and service scholarships) and the prospective student's qualifications for these scholarships
- Follow up on all applications received on monthly basis

Represent the University in a variety of venues

- Visit schools, churches and Christian camps; attend youth rallies, special youth events, and college fairs
- Travel on the average of 1,800 miles per month
- Maintain up-keep on school automobiles
- Track and report all expenses incurred during travel on behalf of the University

POSITION QUALIFICATIONS

Competency Statement(s)

- Communication - Ability to communicate effectively with others
- Focused - Ability to be focused, organized and often handling several tasks at once
- Public Speaking - Ability to speak in front of large crowds
- Recruiting Skills - Ability to be assertive, creative and aggressive with both work and recruiting strategies
- Relationship Building - Ability to relate well with both young people and adults

Education and Experience

- Associate's Degree required; Bachelor degree preferred
- One to two years related experience preferred

Other requirements

- Excellent written and oral communication skills
- Proficient with computer applications including Gmail and Microsoft Word and Excel

PHYSICAL DEMANDS

Physical Abilities

		Lift /Carry	
Stand	F (Frequently)	10 lbs or less	O (Occasionally)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)	Push / Pull	
Crawl	N (Not Applicable)	12 lbs or less	O (Occasionally)
Squat or Kneel	O (Occasionally)	13-25 lbs	O (Occasionally)
Bend	O (Occasionally)	26-40 lbs	N (Not Applicable)
		41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

This job description has reviewed to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.