Notre Dame College
Director of Admissions Counselor
Position Posting

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population for personal, professional, and global responsibility.

Position Title: Admissions Counselor
Department: Admissions
Position Duration: 12 months
Status: Full-Time

FUNCTION:

Admission Counselors are responsible for meeting enrollment goals and objectives for an assigned territory in each admissions cycle. While primarily responsible for an individually assigned territory, admission counselors must work as a team to find, engage, and recruit prospective students and be the front-line ambassadors of Notre Dame College's brand. Admission Counselors must engage with prospective students and their families, both through timely response to questions or concerns, as well as through proactive relationship building. In addition, this individual will plan travel schedules and travel to assigned territories to participate in high school and community college visits, college fairs and other student-related recruitment activities; plan and conduct telecounseling sessions, interviews and meetings with prospective students and their families; collaborate with cross-divisional partners including, but not limited to faculty, financial aid, registrar, athletics to convert applications to enrollments and develop outreach initiatives with school counselors to identify and implement recruitment programs.

QUALIFICATIONS:
Education: Bachelor's degree, preferable from a four-year College or university

Experience: 0-2years' experience working in an undergraduate admissions office required. Experience as an undergraduate admissions intern, student ambassador or student volunteer experience and the ability to articulate the value of a liberal arts education is preferred, but not required.