

BELMONT ABBEY COLLEGE ADMISSIONS COUNSELOR

The incumbent must be an effective communicator with strong interpersonal skills, listening skills, public relations skills, polished oral and written communication skills. The incumbent must possess leadership qualities that embody integrity, adaptability, confidence, diplomacy, ethics, motivation, reliability, self-management, and teamwork. The incumbent must be energetic and creative with the ability to maintain organizational skills in a fast-paced, multi-tasking environment.

In addition to the personal characteristics already described, the incumbent supports, embraces, and instills the habit of excellence and virtue to foster the vision of Belmont Abbey College as a Benedictine institution that finds glory in the true, the beautiful, and the good. The incumbent will consistently demonstrate skills, attitudes, and stable disposition of character to support the richness of our Catholic and Benedictine identity while fostering the development of mind, body, and spirit in our students, our staff, and the greater community.

Qualifications

The ideal candidate will have a Bachelors Degree in Business Management, Marketing, Psychology, Communications, or a related field with a minimum of 1 year of experience working in an admissions office or at a college campus. Proficiency with Microsoft Word, Excel, Outlook, and PowerCampus are required. A comfort level with public speaking and supervising others is required. The work environment is an office setting which requires the ability to work odd shifts, travel up to 50% of the time by air or car, sit continuously at a computer, and be able to lift up to 50 pounds.

Overall Objectives

The Admissions Counselor assists the Director of Admissions in the supervision and leadership of the office, contributes to the vision and outreach strategies of the office in conjunction with the College's vision and strategic plan, and assists in the hiring, training, and supervision of the Admissions staff in all areas of their responsibilities. The Admissions Counselor contributes to the development and implementation of admission policies and procedures. The Admissions Counselor assists with coordination of all on campus recruiting events. The Admissions Counselor manages and assists in the training and assignments of student Ambassadors and tour guides. The Admissions Counselor assists with the management of territories of prospective students, travel budgets, and travel arrangements. The Admissions Counselor acts as a liaison to the Athletic Department.