**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position: Admission Counselor</th>
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<tbody>
<tr>
<td>Supervisor: Director of Admission</td>
<td>Core Hours: 8:30 a.m. to 4:30 p.m.</td>
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<tr>
<td>Department: Admission</td>
<td>Division: Enrollment</td>
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<tr>
<td>FLSA Status: Exempt</td>
<td>FLSA Exemption: Learned or Creative Professional</td>
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**Position Summary:**
Responsible for a full range of counseling, sales/marketing experience and recruiting activities, as well as a number of tasks associated with the daily operation of the admission’s department and the mission of the College. Specialty tasks desired include event management, marketing, technology, student ambassador oversight and social media skills, and writing. Requires experience, communication skills, familiarity with the College and its employees along with a great deal of organizational ability. The primary emphasis of this position includes the following: recruiting, counseling, interviewing and communicating with prospective students, recruitment travel, and specialty tasks and assignments as described below or by the Director of Admission.

**Essential Job Functions:**
1. Counsel prospective students through contact at high schools, college fairs, interviews and on-campus programs about the college selection process.
2. Represent Admission office at the following meetings: Admission Review Committee, Guidance Counselor Advisory Group and other on and off campus meetings.
3. Responsible for recruitment and outreach in a designated territory.
4. Provide other necessary assistance in order to meet the department’s enrollment plan and the College’s strategic plan.

**ADDITIONAL DUTIES:**
1. Writing and assisting with the creation of recruitment communications.
Physical Demands:
The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms; and talk and hear. The employee is required to stand; walk; sit; and is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

<table>
<thead>
<tr>
<th>OCCASIONALLY-0-35% OF TIME</th>
<th>FREQUENTLY-36-74% OF TIME</th>
<th>CONSTANTLY-75% OF TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>Lift/Carry/Push/Pull 0-20 lbs.</td>
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<tr>
<td>Sit</td>
<td>Drive</td>
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<tr>
<td>Reach</td>
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<tr>
<td>Bend</td>
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<tr>
<td>Climb</td>
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<tr>
<td>Crawl</td>
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<tr>
<td>Squat</td>
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<tr>
<td>Lift/Carry/Push/Pull 11-50 lbs.</td>
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Work Environment:
The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is routinely exposed to indoor conditions, minimum outdoor weather and temperature extremes, and moderate noise level.

Qualifications/Prerequisites:

1. COMMUNICATION
   a. Ability to communicate well and work within a team.
   b. Ability to write and communicate with outside constituencies.

2. SKILLS
a. Strong interpersonal and problem solving skills.
b. Knowledge and understanding of the liberal arts.
c. Demonstrated ability to interact with prospective students and their families, as well as employee groups within the College and external constituencies.
d. Ability to maintain confidentiality with respect to files, correspondence, reports and other information.
e. Demonstrated working knowledge of computers and social media.
f. Strong organizational abilities and time-management skills.

3. EMPLOYMENT EXPERIENCE
   a. 1 to 3 years of related experience.

4. EDUCATION
   a. Bachelor’s degree required.

5. LICENSES
   • Valid Pennsylvania driver’s license

________________________________________
Employee                                Date
________________________________________
Supervisor                              Date
________________________________________
Vice President                          Date
________________________________________
Director of Human Resources              Date

This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It reflects management’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned.