

# UNDERGRADUATE ADMISSIONS COUNSELOR

<b>POSITION:</b>	Undergraduate Admissions Counselor
<b>SUPERVISOR:</b>	Executive Director of Undergraduate Admissions
<b>DEPARTMENT:</b>	Enrollment Management

## GENERAL JOB DESCRIPTION

Recruit and assist in attracting and selecting a qualified and diverse undergraduate student that meets Tiffin University's enrollment and academic needs. The position entails an eight-to twelve-week travel season; frequent phone, virtual, written and e-mail correspondence; and evaluation of applicant files. Willingness to work weekends and evenings is also required.

## MAJOR DUTIES AND RESPONSIBILITIES

- Recruit and assist in attracting and selecting a qualified and diverse undergraduate student that meets Tiffin University's enrollment and academic needs;
- Evaluate application files and recommend admission decisions;
- Travel to high schools or set-up virtual visits in assigned recruitment area;
- Travel to attend college day/night programs or attend virtual events within assigned recruitment area;
- Conduct oral presentations on and off-campus;
- Tele-counseling;
- Understand the college mission; implement and abide by the college policy;
- Maintain effective interpersonal and departmental communication;
- Exhibit skills and attitudes that reflect good customer service;
- Correspond and counsel prospective students and families about admission, financial aid, academic programs, extracurricular programs, and student life at Tiffin University. Counseling about general college planning is also necessary. Develop effective relationships with high school and community college personnel, alumni, and any others in positions to influence youth with their college decision;
- Assist in planning and coordinating special recruitment strategies and programs, both on and off campus, for prospects, their families, personnel of secondary schools and community leaders;
- Conduct virtual, on-campus personal visits and group presentations for prospective students and their guests;
- Assist in developing and implementing emerging electronic communication strategies while also determining how they should impact admission counseling efforts; and
- Assist in the training of tour guides and student employees when necessary.

## QUALIFICATIONS AND SKILLS

- Bachelor's degree from a regionally-accredited institution is required;
- Previous work in admissions preferred, but not required;

- Effective interpersonal and public speaking communication skills;
- Willingness to travel extensively during the fall and spring months;
- Willingness to work evenings and weekends;
- Evidence of collaboration within a campus community;
- Ability to communicate with a wide variety of individuals both on and off-campus;
- Must have a valid drivers' license; and
- Understanding of and commitment to Tiffin University's Vision, Mission, and Values.

## EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

<i>Interdependence:</i>	Fosters collaboration across the University
<i>Communication:</i>	Strong decision-making and communication skills
<i>Accountability:</i>	Formulates effective and progressive strategies aligned with University mission and values
<i>Respect:</i>	Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together
<i>Entrepreneurship:</i>	Influences and inspires

## PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.



*We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.*

**NONDISCRIMINATION POLICY:** *Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected*

*category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator.*

*Tiffin University is an Equal Opportunity Employer*