Admissions Counselor (full-time, 35 hours/week)
Enrollment Management- Office of Admissions
Position 101534

Position Summary: Representing The Catholic University of America, the Admissions Counselor works to provide an undergraduate student body for the university based on national enrollment management and university policies. This position reports to the Dean of University Admissions.

Essential Responsibilities Include: Researching, scheduling, and attending an average of 150 annual recruiting visits in order to build an applicant pool; reading an average of 600 applications per year to evaluate each student's academic and personal attributes to assess their ability to succeed at CUA; conducting information sessions an average of 2 times per week to increase each family's knowledge base and interest in the university; corresponding with students and their families on a daily basis in regards to student's application status; planning and hosting key recruitment programs; acting as a liaison for a specified U.S. region for students, their parents, counselors and other independent educational organizations; coordinating student ambassadors so that all tours of campus are covered and special group tours are accommodated; serving as a financial aid advisor; coordinating overnight visitation programs to prospective students; supervising and scheduling student employees; interviewing an average of 5 students per week; collecting testing for students with learning disabilities; tracking evaluations of each high school visit or college fair and its effectiveness; meeting with administrators to develop university task force on diversity; hosting monthly ambassador meetings; training ambassadors; and filing documents and applications to expedite reading files.

Minimum Qualifications: A Bachelor's degree is required. This position is entry level. A minimum of six (6) months of experience in: a student leadership position during college; or work experience in an academic environment; or study abroad experience; or teaching experience. College admissions experience is preferred. Must be proficient in Microsoft Office Access, Outlook, Excel, and PowerPoint. PeopleSoft experience preferred.

Effective communication skills are a must, a broad understanding of marketing is helpful. Must have strong customer service skills and excellent communication skills, both written and verbal. This position requires driving on behalf of university business.

Possession of a current and valid U.S. driver's license is required along with an initial Motor Vehicle Records check. An annual clearance check is conducted thereafter.

How to apply: forward resume, cover letter and salary requirements to: CUARecruitment@cua.edu. Reference position 101534 in subject line. Position closes 7/24/15.

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