

ADMISSIONS

Undergraduate Admissions Counselor, Online Admissions

Level – S-05

Salary Range: \$910 to \$1,510 Bi-Weekly Salary

Institutional Mission

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

Position Overview

In consultation with the Assistant Dean of Admissions and Director of Online Admissions, the Undergraduate Admissions Counselor is responsible for attracting, recruiting, and maintaining a diverse student body consistent with the university's Christian goals and objectives in a strategic manner and effectively presenting accurate information about the university to prospective students, their families, and others who influence the college decision.

MAJOR RESPONSIBILITIES:

25% - Travel to represent Southwestern Assemblies of God University in various capacities outside of the University for the purpose of recruiting students who are a good institutional fit and will help enrich the University's intentional Christian community. Job consists of approximately 20% external travel.

- Plan, coordinate, and execute recruitment travel to represent the University at: college fairs, college preparedness events, community colleges, school visits, churches (e.g., Sunday mornings, Wednesday evenings, etc.), church related events (e.g., AG district events, retreats, etc.), home visits, "Starbucks" events, and other types of events/venues
- Assist in the strategic selections of which events to attend
- Develop, nurture, and maintain relationships with key constituents who play a role in influencing potential students on their choice of school (e.g., guidance counselors, pastors, youth pastors, youth leaders, etc.)
- Train, equip, and manage students who travel and represent the University through the office of Admissions

65% - Consistently communicate, while in the office and in the field, via personal counseling, written correspondence, e-mail, telephone, text messaging, social media, etc. with prospective students, parents, and others, providing admissions counseling information about the university (which may include, but is not limited to, admissions requirements, academic programs/curriculum, financial aid, scholarships, and campus culture).

- Respond to all inbound communications in a timely manner
- Plan, coordinate, and execute on the outbound communication plan in a timely manner, which includes communication to and connection with students in each stage of the admissions process via personal counseling, written correspondence, e-mail, telephone, text messaging, social media, etc.
- Reach out to schools/colleges, guidance counselors, pastors, etc. as needed to clarify information and gather missing data for the student file
- Serve as Admissions Counselor for assigned online extension sites and develop, nurture, and maintain relationships with online extension site leadership

5% - Execute campus visit experiences to ensure prospective students and their families understand the value of a SAGU education and have a positive experience while visiting Southwestern Assemblies of God University.

- Host visiting students for individual campus visits by presenting impactful and relevant information and thoroughly and accurately answer questions regarding: admissions requirements, academic programs/curriculum, financial aid, scholarships, campus culture, campus housing, student life, and any other area guests would like to discuss
- Represent SAGU in a professional and friendly manner
- Be available for unplanned “walk-in” campus visitors
- Conduct an informational presentation and/or sit-down meeting
- Conduct an informational campus tour (as needed)
- Plan and host webinar to showcase SAGU to prospective students
- Schedule and conduct phone appointments with prospective students
- In conjunction with the Campus Visit Coordinator, help plan and execute Campus Days, Friday visits events, group visits, and other special visit events.
- Be aware of events on campus and in our community/area that could be of interest to our guests

5% - Miscellaneous responsibilities

- Develop, nurture, and maintain key campus relationships (e.g., the Registrar’s Office, Financial Aid, Student Billing, Distance Education Office, etc.)
- Professional Development
- AMEX management
- Other responsibilities as assigned by Admissions Leadership

QUALIFICATIONS:

Candidate must be an openly committed Christian, living a Spirit-filled life and be an active attendee of an Assemblies of God church.

Bachelor’s Degree from an accredited college/university is highly preferred. Candidate must demonstrate strong verbal and interpersonal communication skills to effectively interact with students, parents, staff, faculty and prospective students; further, the candidate must also demonstrate strong written communication skills. A strong customer service orientation is essential.

Candidate must possess strong organizational and time-management skills with the ability to prioritize and manage multiple tasks concurrently, as well as, being a self-starter. The ability to be flexible and adapt quickly to changing priorities is essential.

Candidate must possess a valid driver’s license, with a clean driving record.

Candidate must possess a strong knowledge of MS Office (Word, Excel) and grammar. Must also possess a strong working knowledge of and experience with MS PowerPoint.

Contact: Human Resources at humanresources@sagu.edu

Application Process: Applications are available at www.sagu.edu/employment. Incomplete forms will not be accepted. Your resume may be included when submitting the application to the Human Resources Office.

Fair Labor Standards Act

This position is exempt from overtime.