

HARRISON SCHOOL OF GRADUATE STUDIES

Graduate Admissions Counselor

Level S-05

Salary Range: \$11.38 per hour - \$15.13 per hour

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:

Assist Harrison Graduate School in its effort to attract and build relationships with potential students. Several of the chief tasks include attend traveling to events to represent the school, tracking applicants, corresponding with and interviewing prospective student, filing data, and assisting with special events and maintaining and performing general office duties

Major Responsibilities:

- Provide in-office admissions support, including presenting information sessions, prospective student visits, networking and establishing relationships with faculty and academic programs.
- Perform a variety of general office duties including filing paperwork, organizing folders, attending meetings, serving on various committees and working on office projects
- Interview, counsel, and develop relationships with prospective students via phone, mail, and email.
- Provide tailored communication to all applicants advising them of required admissions documentation necessary to complete their admissions record.
- Interpreting data to support prospective student recruitment efforts.
- Review applicant files for acceptance/rejection to the University.
- Assist in attracting and maintaining a diverse student body consistent with the college's goals and objectives (which may require some travel-expenses paid).

Reports To:

Assistant Dean of the Graduate School

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.
- Excellent organization, collaboration and communication skills, and professionalism.
- Ability to solve problems through the identification and analysis of diverse issues.

- Ability to work as a collaborative member of a team
- Excellent written communication skills
- Excellent interpersonal communication skills
- Advanced knowledge with computer applications, including word processing and spreadsheets.
- Ability to organize data and produce reports.
- Advanced knowledge of the graduate admissions process
- Ability to handle multiple tasks with competing deadlines.

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 not exempt from overtime.