

## ADMISSION COUNSELOR

### JOB SUMMARY/OBJECTIVE:

Under the direction of the Executive Director of Admission, the Admission Counselor maintains overall responsibility for all admissions related campus events and the recruitment of students within an assigned geographic territory.

University of the Ozarks values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the University's mission are also required.

### RESPONSIBILITIES AND QUALIFICATION:

Manages an assigned recruitment territory to yield a specific enrollment goal and develops an individual communication plan to meet enrollment objectives for the assigned territory or student market:

- *Territory Management:* formulates travel, telephone and email communication plan from inquiry to enrollment in support of overall goals for first year students.
- *Recruiting and Counseling Prospective Students:* develops strong working relationships with prospective students, including parents/family members; exercises independent judgment in evaluating students as potential candidates for admission with particular emphasis on academic preparation. Ensures outstanding admissions experience through matriculation for FTIC students.
- Ensures smooth transition between Admission Counselor and Academic Advisor.
- *Info Sessions:* conducts presentations to prospective students and their parents/families.
- *Admission Travel:* 8-10 weeks of admission-related travel in the fall and 3-5 weeks in the spring/summer may be required.

Encourages, reviews, and follows up on admission applications from students from an assigned territory by:

- *Application File Review:* reading applications, recommending students for review by Admission Committee. Must exercise good judgment regarding the academic, personal and co-curricular qualities University of the Ozarks desires in its student body.
- *Communication:* initiate tracked and documented telephone / email contact with prospective students and applicants to ensure that prospective and admitted students receive personal verbal and written communication.
- *Financial Aid:* develop expertise in describing University of the Ozarks merit scholarships and financial aid awarding policies and practices and ensure the highest level of service and accuracy with families.

Develops and coordinates on-campus and off-campus admissions events and college outreach initiatives to support the University's enrollment goals and objectives:

Assists with admission operations to ensure files are evaluated, processed, and communicated to support the University's enrollment goals and objectives

*Additional Responsibilities:* performs other duties as assigned, including oversight of projects, targeted prospective student groups, liaison activities within and outside of the university, etc.

**Skills and Abilities:**

Proficiency with MS Office and Customer Relationship Management software.  
Prior college recruitment experience.

**Qualifications:**

Bachelor's degree from a regionally accredited college or university.

## ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit [www.ozarks.edu](http://www.ozarks.edu).

## APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed. Please send a letter of application, resume and reference information to [humanresources@ozarks.edu](mailto:humanresources@ozarks.edu)