

# BELHAVEN UNIVERSITY

## Admission Counselor

### Overview

The Admission Counselor will work closely with the Director of Admission in the coordination of the University's enrollment management plan.

### Functions and Responsibilities

- Responsible for monthly interaction with identified student inquiries, all student applicants, accepted applicants and deposited students. Regular interaction will also take place with family members. Mediums of communication will include the telephone, travel, email, chat rooms, and face-to-face meetings.
- Develop relationships during travel with students, parents, guidance counselors, ministers, alumni, and other referral agents to generate inquiries and applications.
- Engage students and family members in conversation about their college choice. This will require evening calling.
- Participate actively in professional development opportunities made available both on- and off-campus.
- Stay informed of the "competition." Know what other colleges' activities are in order to make suggestions or recommendations on how strategies at Belhaven can be improved. Become familiar and use electronic sources of information to assess and identify benchmark practices (The College Board; NACAC; Southern Regional Education Board, Thompson/Petersons).
- Implement strategies intended to influence decision-making throughout all stages of the enrollment funnel.
- Work closely with the director to learn admission procedures in the event that the director is unavailable.
- Ability to use Recruit (CRM) and Colleague to help other counselors and coaches learn how it can benefit them in the recruitment process.
- Coordinate prospective student and family visits.
- Prepare and maintain appropriate records and reports for the purpose of monitoring recruitment strategies (expense reports, contact reports, high school visit reports, etc)
- Work closely with the office of student financial planning to provide accurate information concerning all aspects of the financial aid process.
- Participate in professional development activities involving the Office of University Advancement.
- Other duties as assigned by the Director of Admission.

### Qualifications

A bachelor's degree is required; preference will be given to graduates of Belhaven University or a Christian College Graduate at the Master's or Bachelor's degree-level. The candidate must possess both verbal and organizational skills and exude an affable demeanor with the willingness to engage the

public and academic communities on behalf of the University. Experience in college admission, marketing, or counseling is desired but not necessary if the candidate possesses strong communication skills and is task-oriented.

Interested applicants may make application by submitting

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including Senior Pastor)
- 4) Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ.

Please click on this link

[http://www.belhaven.edu/belhaven/employment\\_pdfs/LetterOfEmploymentCommitment.pdf](http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf) review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Only applicants who submit all four required items will be considered.

Interested applicants should send their information to

Suzanne Sullivan  
AVP for Enrollment  
Belhaven University  
[ssullivan@belhaven.edu](mailto:ssullivan@belhaven.edu)  
No phone calls, please.

Additional information about Belhaven University may be found at [www.belhaven.edu](http://www.belhaven.edu).