

Enrollment Counselor for the Atlanta Campus

Belhaven University, a Christ-centered university located in Jackson, Mississippi, is seeking applications for the position of Enrollment Counselor in the Office of Admission at its Atlanta, GA Adult, Online and Graduate Branch Campus. Belhaven is a member of the Council for Christian Colleges and Universities (CCCU) and is committed to hiring individuals that fully support the vision and mission of the University as well as subscribe to its Statement of Faith. <http://www.belhaven.edu/belhaven/mission.htm>

Position Description

- Must passionately articulate the educational mission of Belhaven University to prospective students in a phone center environment and at community events within the local area and throughout the state.
- Responsible for developing relationships with educational entities, businesses and other groups and organizations locally and within the state to establish mutually beneficial professional relationships.
- Responsible for daily interaction with identified student inquiries, applicants, accepted applicants and registered students via telephone, text, chat, email, and face-to-face meetings.
- Engage potential students in conversation about their life goals to help them identify the best Belhaven degree for them. Then take a relational approach to coach students through the enrollment process.
- Obtain referrals from prospects to identify friends, family, businesses, educational entities and community groups locally and throughout the state that could benefit from a relationship with Belhaven.
- Embrace and utilize best practice strategies to maximize productivity.
- Demonstrates a daily commitment to compliance with in all Federal, State and University standards.
- Embrace and excel in a measured environment where daily, weekly and monthly performance data is analyzed to train and improve performance.
- Prepare and maintain appropriate records and reports for the monitoring of recruitment results.
- Participate in professional development activities involving the Office of Admission.
- Must have the ability to quickly learn and use our current CRM and database.
- Works closely with the office of student financial planning to provide accurate information concerning all aspects of the financial aid process.
- Become a marketplace expert to make recommendations to improve Belhaven strategies and offerings.
- Other duties as assigned by the supervisor.

A bachelor's degree is required. The candidate must possess dynamic verbal and organizational skills and exude an affable, professional demeanor. Experience in college admission, marketing, or counseling is desired. We are looking for individuals who are interested in earning their way to the top.

Interested applicants may make application by submitting

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including personal 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 to 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. No phone calls, please.

Interested applicants should send their information to zkassebaum@belhaven.edu
Please include in the subject line: "ATL EC Application"

Zack Kassebaum,
AVP-Enrollment and Student Services-Eastern Region

Additional information about Belhaven University may be found at www.belhaven.edu.