

Houston Campus Enrollment Counselor for Adult, Graduate and Online

Overview

Belhaven University, a Christ-centered university located in Jackson, MS with a branch campus in Katy, TX is receiving applications for the role Enrollment Counselor for our Houston Campus. This position is specifically designed to place a competent and experienced higher education professional in a proactive and dynamic role of recruiting adult students and working with them through the admission process to enroll in classes at the Belhaven Houston campus.

The Enrollment Counselor works with the Houston Adult Graduate and Online Director of Enrollment and Student Services - to execute the overall duties associated with the admission activities for the Houston campus. This position is responsible for the identification, recruitment, advisement, and retention of adult and graduate students at Belhaven Houston. The position requires coordination with the Director of Adult Graduate and Online (AGO) Enrollment and Student Services, Houston and the Western Division AVP to conduct both inside and outside student recruiting activities, conducting student appointments, information sessions, orientation, guiding students through the admission process and contributing ideas and lead generation for marketing the Houston degree programs. This position is responsible for generating leads through recruiting events as well as through referrals from our current database and student body. This position will provide students with answers to questions concerning the admission process including admission criteria and cost and they will be responsible for maintenance of the student records in the Recruit and Colleague CRM. This position will require meetings with students, pastors and church leadership as well as representatives of other organizations and businesses to develop prospects and inquiries. The Enrollment Counselor reports to the Houston AGO Director of Enrollment and Student Services.

Functions and Responsibilities

- Must have the ability to passionately articulate the educational mission of Belhaven University to prospective students.
- Collaborate with the Director to develop ideas that will help grown and sustain enrollment.
- Seek opportunities to connect with businesses, organizations, and individuals in their designated area for the purpose of recruiting students to Belhaven.
- Implement, monitor, and manage regular communication plan with prospective students, applications, accepted students, and registered students all the way to enrollment. Plan and participate in admission recruiting events both on and off-site.
- Use the CRM (Recruit) to enter data, monitor and follow-up with inquiries, applicants, completed files/ applicants, registered and enrolled students.
- Coordinate and schedule admission interviews/ appointments with prospective students- and give campus tours. (An established number required per week / month)
- Cover Mission, Vision, Curriculum- and match student needs with benefits of the degree programs.
- Cover Cost- and discover- method of payment, explain the Financial Aid process.
- Identify possible leads and inquiries using church and corporate visits, referrals from current students, alumni, and other educational fairs and recruiting events.
- Monitor effectiveness of all inquiry and application generation strategies and report to the Director of Enrollment.
- Must be willing to work some evenings and weekends and willingness to travel to selected locations for events.
- Advise prospective students on degree selection and program requirements.

- Maintain contact with enrolled students for the purpose of encouraging retention, degree-completion, and seeking other inquiries.
- Familiarize prospective students with the financial aid process and the awards for which they are eligible. Discuss fees and payment plans on the front end. Be able to help students review their NSLDS status.
- Respect the confidential nature of information provided by students and family members-FERPA.
- Embrace and excel in a measured environment where daily, weekly and start date information is monitored and used to create improved performance.
- Ability to meet deadlines in a fast paced environment
- Complete an established number of phone calls, emails, texts and tasks daily and weekly.
- Complete an established number of student appointments daily and weekly.
- Convert an established number / percentage of inquiries to applications daily and weekly.
- Convert an established number or percentage of application files- to complete files.
- Refer an established number of online referrals to online team.
- Assist an established number of online starts, from referrals sent to online from recruiter.
- Any other duties that may be assigned

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

- Bachelor's Degree required. Masters or Masters in progress, preferred.
- Significant experience in higher education or admissions. Successful sales experience, a plus.
- Must be willing to work evening hours at times and travel to local community events.
- Must have a heart for adult students and understand the integration of faith and learning.
- Must have excellent customer service, communication, and computer skills.
- Must fully support the University Vision, Mission, and statement of Faith found at www.belhaven.edu/belhaven/mission.htm

Application Guidelines

- 1) Cover Letter
- 2) Resume
- 3) Reference list with contact information (including your local pastor)
- 4) 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. Application materials will be accepted until the position is filled. Additional information about Belhaven University may be found at www.belhaven.edu

All information should be submitted to

Erica Scardino, Belhaven University, 15115 Park Row, Suite 175 Houston, TX 77084

No Phone calls, please