

# BELHAVEN UNIVERSITY

*O u r S t a n d a r d i s C h r i s t*

<b>Position Title</b>	Enrollment Counselor for Adult, Graduate, and Online Enrollment
<b>Department</b>	Adult, Graduate, and Online Programs
<b>Direct Supervisor</b>	Assistant Vice President for University Advancement
<b>Designation</b>	Exempt

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## **Overview**

The Enrollment Counselor will work closely with the Assistant Vice President in the coordination of the University's enrollment management plan for the Online program.

## **Responsibilities**

- Responsible for daily interaction with identified student inquiries, all student applicants, and accepted applicants. Mediums of communication will include, but not limited to the telephone, travel, email, and face-to-face meetings.
- Develop relationships through events, conferences, email, campus visits with students and referral agents (businesses, pastors, alumni, etc) to generate inquiries and applications.
- Engage students in conversation about their college choice. Help them understand which program is best for them.
- 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.
- Learn and be confident in sharing admission procedures and requirements to prospective students.
- Ability to use Recruit and Colleague
- Prepare and maintain appropriate records and reports for the purpose of monitoring recruitment strategies (expense reports, contact reports, 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 Division of Adult, Graduate, and Online Enrollment
- Other duties as assigned by the supervisor.

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 personal Pastor)
- 4) Statement of faith, including description regarding how the candidate would seek to integrate their faith into the Enrollment Counselor position.
- 5) 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) 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 five required items will be considered.

Interested applicants should send their information to [ksloan@belhaven.edu](mailto:ksloan@belhaven.edu).

Kathleen Sloan, Manager of Operations for the Adult/Graduate/Online Division

No phone calls, please.

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