

# 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>	Admission Counselor
<b>Department</b>	Office of Admission
<b>Direct Supervisor</b>	Director of Traditional Admission

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## **Position Description**

- Responsible for recruiting traditional students for Belhaven's main traditional campus
- Develop relationships with students, parents, guidance counselors, ministers, alumni, and other referral agents to generate inquiries and applications.
- Assist in organizing special events on and off campus.
- Facilitate prospective student visits.
- Follow up on prospect files through letters, phone calls, and other appropriate correspondence to generate applications and to keep applicants informed.
- Coordinate the application process for each student.
- Travel as needed for the college.
- 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 financial aid to provide accurate information concerning all aspects of the financial aid process.
- Ability to use office computer system, Recruit, for daily activity.
- Build rapport with admission counselors from other institutions to be made aware of the competition and what they are offering students.
- Other duties as assigned by the director.

## **Qualifications**

A bachelor's degree is required; preference will be given to graduates of Belhaven University. 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. The candidate must fully support the vision and mission of the University as well as subscribe to its Statement of Faith.

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 [mhawkins@belhaven.edu](mailto:mhawkins@belhaven.edu).

Michael Hawkins, Director of Traditional Admission

No phone calls, please.

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