

# **Job Title: Undergraduate Counselor**

**Department:** Admissions

**Employment Type:** Full-time, non-exempt

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## **Position Summary**

The Undergraduate Counselor plays a crucial role in recruiting and supporting prospective students through the admissions process for Roberts Wesleyan University's traditional undergraduate (TUG) and Graduate Professional and Seminary (GPS) programs. This position focuses on fostering connections, actively engaging prospective students and their families throughout the admissions journey, and facilitating a seamless transition into the university, ultimately boosting student enrollment at Roberts. The Undergraduate Counselor will contribute to institutional growth by managing assigned territories to meet and exceed enrollment goals and developing strategic recruitment initiatives.

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## **Key Responsibilities**

### **Student Recruitment and Outreach**

- Develop and execute recruitment strategies targeting undergraduate students within assigned territories, including the homeschool population, the NYC population (for TUG, GPS programs), and specific majors through our Rize partnership.
- Represent Roberts Wesleyan University at college fairs, high school visits, and other recruitment opportunities.
- Actively engage with prospective students at visits and events.
- Build and maintain relationships with high school counselors, educators, and community organizations.
- Meet contact metrics to get to know students and their families.

### **Admissions Counseling**

- Advise prospective undergraduate students on the admissions process, academic program selection, and financial aid options.
- Guide students and their families through the application process, ensuring compliance with institutional requirements.
- Provide comprehensive information about university life, student support services, and academic expectations.
- Review student applications and make admissions recommendations.
- Manage additional territories as assigned.

### **Data Management and Reporting**

- Maintain detailed records of prospective and admitted undergraduate students in the university's CRM system.
- Analyze recruitment outcomes and contribute to reports informing strategic decisions.
- Utilize queries, dashboards, and other CRM tools to effectively manage assigned territory.

### **Collaboration and Integration**

- Partner with academic departments, financial aid, and student services to support student success.
- Collaborate with external partners, like Rize and NYC network to grow the Roberts impact in key areas.
- Contribute to the development of innovative recruitment initiatives for TUG programs.

### **General Enrollment Support**

- Support enrollment initiatives such as inquiry calling, application follow-ups, and campus visit coordination.
- Participate in campus events, including open houses and prospective student visit days.
- Travel in peak seasons and as assigned to represent Roberts in schools, organizations, churches, etc.

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## **Compensation**

**The approved rate of pay for this position is \$24–26 hourly.**

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## **Qualifications**

### **Education and Experience**

- Bachelor's degree required
- Experience in undergraduate admissions, sales, academic advising, or a related field preferred

### **Skills and Competencies**

- Comprehensive understanding of undergraduate admissions processes
- Exceptional interpersonal and communication skills, with the ability to build relationships with diverse audiences
- Strong organizational skills with attention to detail and data accuracy
- Proficiency in CRM systems and Microsoft Office Suite
- Hunger to meet and exceed goals

## **Other Requirements**

- Willingness to travel frequently, including evenings and weekends
  - Valid driver's license and reliable transportation
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## **Why Join Roberts Wesleyan University?**

- Be part of a mission-driven institution rooted in Christian values and dedicated to holistic student success
- Work within a collaborative and supportive team environment
- Make a meaningful impact by helping students navigate their academic and professional journeys