



UNIVERSITY OF DALLAS

Admissions Counselor
Braniff School of Liberal Arts

Job Number: 4151UD
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WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Admissions Counselor to be responsible for all activities associated with recruitment, admissions, and enrollment for graduate liberal arts students; externally representing the college to prospective students and the external community; and advising potential applicants on admissions policies, procedures, and course offerings. This individual will have the opportunity to generate a pool of prospective students, assist applicants through the admissions process, and assist the Director with enrollment management operations.

PRIMARY RESPONSIBILITIES

- Become familiar with target audiences and their distinctive aspects, including sources of students, preferences of students, and sources of competition.
- Nurture, build, and sustain ongoing professional relationships with prospective students and those who influence them to achieve assigned enrollment management objectives by moving qualified students to progressively higher levels of interest and commitment through the enrollment funnel.
- Conduct and attend recruitment events as a representative of the University.
- Coordinate Braniff's Classical Education Students in Residence program which includes, but is not limited to, event management and housing coordination.
- Design, administer, and summarize Classical Education program evaluations and surveys.
- Accurately maintain graduate student records in Banner as it relates to academic programs, cohort groups, registration, etc.
- Assist Director of Graduate Admissions with enrollment management reports that provide information regarding enrollment, credit hours, revenue, etc.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.



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MINIMUM REQUIREMENTS

- Bachelor's degree.
- Three to five years of professional experience in higher education.
- Working knowledge of MS Office applications (Word, Outlook, Excel, PowerPoint).

PREFERRED QUALIFICATIONS

- Master's degree.
- Professional experience in graduate admissions or recruiting.
- Knowledge of AACSB and regional accreditation standards a plus.
- Preferred knowledge and experience using student information systems such as Slate (CRM) and SCT Banner.

ADDITIONAL INFORMATION

- May require travel with occasional overnight stays.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.