

UNIVERSITY OF DALLAS

Job Number: 12397UD

Admissions Counselor

Date Posted: June 9, 2022

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have 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 Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Admissions Counselor. This position will be responsible for all activities associated with recruitment and admissions for graduate business students. Externally represent the college to prospective students and the external community. Advise potential applicants on admissions policies and procedures and course offerings. This position will be held accountable for assisting to generate a pool of prospective students and new student enrollments, as well as for quality of service and responsiveness to students.

PRIMARY RESPONSIBILITIES

- Become familiar with target audiences and their distinctive aspects, including sources of students, preferences of students, and sources of competition. Learn and use what works best in the area for achievement of recruitment and enrollment goals.
- 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
- Cultivate alumni, current students, and other constituencies in the recruitment process.
- Regularly monitor the inquiry, prospect, and application numbers to focus on attaining assigned objectives.
- Continually re-qualify the inquiry pool so that those inquiries most likely to enroll are the ones being contacted on a regular basis.
- Monitor the receipt of applications for assigned population and determine next best steps in the recruitment process for each one.
- Ensure that all inbound and outbound communication with prospects and applicants is accurately recorded in a timely manner within Slate using established office protocols.
- Collaborate with academic areas to ensure accurate program messaging and proper communication of programs deadlines and requirements.
- Track applicants through the admission process and communicate throughout the process with applicants to ensure applicants are well advised of the status of their application, missing documents, etc.

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- Accurately maintain graduate student records in Banner as it relates to academic programs, cohort groups, registration, etc.
- Collaborates with marketing team and others to develop consistent messaging on college websites, forms, and communication via the CRM system.
- Perform administrative and office support activities as needed
- Attend annual conferences/professional development events as necessary.

MINIMUM REQUIREMENTS

- Bachelor's degree required.
- One to three years of professional experience in higher education, preferably in graduate admissions or recruiting.

PREFERRED QUALIFICATIONS:

- Master's degree preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of MS Office applications (Word, Outlook, Excel, PowerPoint).
- Preferred knowledge and experience using student information systems such as Slate (CRM) and SCT Banner.
- Ability and willingness to learn and properly use complex relational databases in routine performance of daily job.
- Excellent interpersonal skills and ability to interact with prospective students, faculty, co-workers, and external stakeholders.
- Ability to articulate key aspects of graduate business education.
- Demonstrated work ethic and ability to work with limited supervision.

ADDITIONAL INFORMATION

- Knowledge of AACSB and regional accreditation standards a plus.

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; tuition benefits 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 seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.