

Recruiter/Admissions Counselor (Undergraduate Admissions)

Montgomery, AL, USA
Full Time

Faulkner University is seeking a qualified individual to serve as Recruiter/Admissions Counselor for Undergraduate Admissions. The selected individual will serve as an advisor, counselor and interpreter of the University's policies to any individual seeking admission to the University. Faulkner University is a Christian university affiliated with the churches of Christ.

This is a full-time (40+ hours per week) position.

Summary of Duties:

- Recruiting students to attend Faulkner University
- Visiting churches and identifying potential church of Christ students
- Generating contact information for prospective students through church listings, Christian high schools, youth rallies, Christian camps, College Day programs, high school visits and junior college visits
- Initiating correspondence with prospective students through personal home visits, letters, phone calls and campus visits
- Making recommendations to the Director of Admissions of scholarships that should be offered to the prospective students based on student's qualifications for these scholarships
- Assisting in obtaining financial aid for the prospective student in conjunction with the Financial Aid Office
- Maintaining a close liaison with high school and junior college guidance counselors
- Following up on all applications received
- Serving as a University representative to secondary institutions
- Frequent travel required

Qualifications:

- Bachelor degree required
- One to two years related experience preferred
- Active member of the church of Christ

For initial application submit:

- Resume
- Cover letter