

501 East 38 Street
Erie, PA 16546
814-824-2000
800-825-1926
mercyhurst.edu

Admissions Counselor

Location Erie
Department: Undergraduate Admissions
Reports To Executive Director of Admissions
Full/Part Time: Full Time
Classification non exempt
Closes: Open Until Filled

SUMMARY

Mercyhurst University is seeking an Admissions Counselor to join a dynamic and energetic Office of Undergraduate Admissions team. The ideal candidate will be hard-working, well-spoken, motivated, dedicated, and will possess a strong desire to succeed.

DUTIES AND RESPONSIBILITIES

- x Extensive recruitment travel (minimum of 12 weeks) and management of a geographic territory.
- x Ability to conduct oral presentations about Mercyhurst to a variety of constituents, including prospective students and parents, school counselors, and college personnel.
- x Application review and scholarship consideration
- x Develop and maintain individual recruitment files/records
- x Telemarketing and social media initiatives with prospective students
- x Assisting prospective students with admission and financial aid.
- x Awarding of financial aid to prospective students
- x Participate in on-campus and regional college events
- x Work weeknights and weekends as needed.
- x Independent management of admission initiatives
- x Other duties as assigned by director.

QUALIFICATIONS:

- x Bachelor's Degree required

SKILLS AND ABILITIES

- x Ability to represent the university in a professional manner in interacting with students, parents, alumni, school counselors, and colleagues
- x Excellent verbal/written communication skills, interpersonal skills, and organizational skills
- x Strong technical skills including the ability to work with typical office software (e.g. Word, Excel, Outlook) and navigate student information systems.
- x Demonstrated ability to work in a team environment, as well as the ability to work independently while traveling
- x Able to work a flexible schedule including travel, weeknights and weekends
- x Valid driver's license

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled or until date

