Undergraduate Admission Counselor – First Year

The position of Undergraduate Admission Counselor is an integral part of Mount Mary University’s enrollment team, which requires an enthusiastic, creative, high-energy individual who is determined to see that the University’s enrollment goals are met. The individual must be committed to personal attention and follow up with prospective students and must be adept at matching prospective students’ needs with Mount Mary University offerings. The Admission Counselor identifies and counsels new students regarding the MMU curriculum, major and degree requirements, transfer coursework, preliminary course selection, financial aid, extracurricular opportunities, student services and other pertinent aspects of being a MMU student.

Responsibilities:

- In conjunction with overall university enrollment goals, develop a recruitment plan to achieve territory goals; assume primary responsibility for meeting or exceeding goals.
- Recruit and enroll students from the inquiry stage through to matriculation.
- Maintain applicant files as a part of the admission review process.
- Conduct on-campus appointments with prospective students and families.
- Represent Mount Mary University at select off site events such as college fairs and corporate events. Attend on-campus recruitment events as assigned. Evening hours, weekend hours and traveling, including overnight is required of this position.
- Review application credentials for students from identified territory and make an admission decision. When appropriate, make admission recommendations to admission committee.
- Maintain comprehensive records tracking interactions with prospective students as well as actions taken on a prospective student’s application.
- Educate accepted students on the financial aid process, the university’s financial aid philosophy and offerings and the specifics of their individual aid award.
- Manage Student Telecounseling Program. Recruit, hire, and train student workers for outreach projects. Monitor day-to-day student worker responsibilities and activities.
- Perform additional duties as assigned.

Current Territory: First-Year students in Southern Milwaukee and Waukesha counties, Northwest and Central Wisconsin, and Western United States.

Qualifications: Bachelor’s degree required. Previous experience in admission, recruitment, or marketing preferred. Strong interpersonal and organizational skills necessary. Familiarity with Jenzabar preferred. Must be willing to travel and work some nights and weekends.

Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. For confidential consideration please send cover letter, resume, and names of three professional references to the address above.