



Admissions Counselor

Department: Admissions

Work Schedule: Varies, some weekends/evenings

Job Status: Full-Time, exempt

Reports To: Vice President of Enrollment Management

Amount of Travel Required: Heavy during specific times

Positions Supervised: Student Worker

POSITION SUMMARY

The Admissions Counselor position plays a key role with the Admissions Department at Dallas Christian College. The responsibilities include, but are not limited to, territory management, travel planning, admissions office support, and additional responsibilities.

ESSENTIAL FUNCTIONS

- Territory Management
 - Recruit new students in a variety of venues including college fairs, church visits, high school visits, and other recruitment venues.
 - Correspond with prospective students in-person, phone, and email.
 - Work prospective students through the application process.
 - Evaluate qualifications of applicants utilizing established admission standards, guidelines, and criteria. Submit evaluations and recommendations to the VP of Enrollment regarding admissibility of applicants.
 - Recruit a specified number of students each semester, as goals are set by the VP of Enrollment.
 - Meet with prospective students from your territory when they visit campus.
- Recruitment Travel Planning
 - Plan and coordinate travel arrangements
 - Scheduling of vehicles from school fleet
 - Accommodations
 - Coordinate meetings with community colleges, churches, and other recruitment avenues
 - Communicate with prospective students when traveling in their territory.
- Admissions Office Support
 - Assist, when needed, in on/off campus admissions events
 - Assist the Campus Visit Coordinator in scheduling campus visits for your prospective students.
 - Oversee business credit card monthly filing.
 - Oversee each applicant file that is within your specified territory.
 - Provide input on overall recruitment strategy for Dallas Christian College.
 - Appropriately learn how to utilize Populi (CRM) to aid in your recruitment efforts.
- Additional Responsibilities
 - Attend all Employee Meetings.
 - When possible, attend Chapel with the student body.
 - Additional responsibilities as assigned by the Vice President of Enrollment.

POSITION QUALIFICATIONS

Education: Bachelor's degree required

Experience: Previous experience in sales or recruitment preferred.

SKILLS & ABILITIES

Computer Skills : Basic working knowledge of Microsoft Office Suite, previous experience with, or ability to learn, a CRM system, & ability to learn accounts payable purchasing requests software (Procurify)

Certificates & Licenses : N/A

Other Requirements: excellent communication skills (verbal and written); ability to be a team player

WORK ENVIRONMENT

Office environment and out-of-office at various recruitment venues

STATEMENT OF FAITH

All Trustees, employees, and any other persons acting as recognized representatives of Dallas Christian College shall be willing to affirm the following statement of faith:

"That the Bible, or Holy Scriptures, alone is the divinely inspired Word of God, and therein is contained the revelation of the deity of Jesus Christ, the plan of salvation for mankind, and the faith and work of the Church; furthermore, that the testimony of such Scriptures testifies to prophecy concerning His advent, virgin birth, miraculous life, blood atonement, bodily resurrection, ascension into heaven, and final return, and is expressly and historically true in the commonly accepted meaning of the terms; in addition, that the Church of the New Testament ought everywhere to be restored with its divine plan of admission: faith, repentance, and baptism, with consequent godly life; and finally, that the Scriptures are wholly sufficient to build the kingdom of God."

APPLICATION PROCESS

A cover letter and resume, along with a completed DCC employee application should be sent to: Mac Ingmire, Vice President of Enrollment Management, Dallas Christian College, 2700 Christian Parkway, Dallas, TX 75234 or via email to mingmire@dallas.edu. Review will begin immediately and the position will remain open until filled. The DCC employee application can be found at <https://www.dallas.edu/careers/>. All application materials must be submitted in order for a candidate to be considered.