Lincoln University Job Description

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<th>Job title:</th>
<th>Admissions Counselor</th>
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<td>Department:</td>
<td>Undergraduate Admissions</td>
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<td>Reports to:</td>
<td>Assistant Director/Director</td>
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**Job Summary:**

The Admissions Counselor will be responsible for representing the University to prospective students, parents, high school guidance counselors, two-year colleges, and visitors from the community by providing counseling services on university admissions.

**Qualifications:**

- Bachelor’s Degree.
- One-year admissions or related experience.
- Must possess a valid driver’s license and car to be used for travel.

**Knowledge, Skills & Abilities Required:**

- Effective and creative communicator, who can write and present in appropriate and persuasive ways on behalf of the University. Must have exceptional writing, editing, and oral communications skills.
- Willingness to travel nationally and internationally.
- Self-motivated with the ability to organize, set priorities, manage several projects at once under minimal supervision, and maintain confidentiality.
- Ability to develop relationships with internal and external constituencies.
- Demonstrated ability to develop initiatives with team-orientation and client-focused.
- Ability to collaborate cross-functionally within the division and with key units across the University.
- Strong project management and organizational skills with an attention to detail.
- Computer proficiency with Microsoft Word, Excel, PowerPoint, Outlook and various student information system technologies.

**Essential Functions:**

- Required attendance at day/night/weekend college fairs sponsored by local and national agencies in assigned geographical areas.
- Conducts area receptions for accepted students and school counselors in assigned areas.
- Coordinates electronic correspondences to prospective and accepted students.
- Evaluates credentials for Admissions, by administering the policies and procedures for student admissions, including, evaluation of transcripts, test scores, recommendations, etc.
• Assists with coordinating telemarketing campaigns to inquire about the status of students.
• Assist with contacting alumni around the country to participate in alumni recruitment.
• Visits secondary schools and other educational institutions as appropriate to meet with prospective students, guidance counselors, community agencies, teachers, administrators, and related organizations.
• Assist with information sessions and campus tours for visiting groups, individual students and parents.
• All other relevant duties as assigned.

Physical Demands:

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.

Work Environment:

The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

Application Submission:

• Submit a letter of interest/cover letter.
• A detailed resume listing qualifications and experience.
• Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources
Lincoln University
1570 Baltimore Pike
P.O. Box 179
Lincoln University, PA 19352

Or

Email: hr@lincoln.edu

IMPORTANT NOTE: Please indicate Job Title on Subject Line when emailing.