



Office of Admissions: Recruiter/Admissions Counselor

Emmanuel College invites applications for the full-time position of Recruiter/Admissions Counselor. The ideal candidate would hold a Bachelor's degree (required) or Master's degree (preferred) and a *minimum* of two years of experience in student recruitment or sales is required. This individual should have excellent oral, written, interpersonal, customer service, organizational and motivation skills as well as be computer proficient. Approximately 90% of this position requires travel and over-night stays.

Employment is contingent upon successful completion of a background check (including driver's history) and drug screen that determines you are able to perform the essential job functions. It is also subject to your providing appropriate documentation to establish your eligibility to be legally employed in the United States.

The Recruiter/Admissions Counselor will be asked to do the following:

- Work remotely and thereby must be a self-starter and excel in time management
- Perform off-campus recruitment activities, including college fairs, high school visits, church visits and so forth in assigned territory
- Seek the acquisition of lists of prospective students from high schools, churches, and other appropriate organizations.
- Sets and maintains personal travel schedule that supports the assigned enrollment goals and objectives
- Correspond directly with all high schools, pastors, and churches visited.
- Recruit as much as possible in cooperation with the college outreach teams, such as, the Singers, the Players, etc.
- Participate in the enrollment management training program and successfully incorporate these learned techniques into marketing and sales strategies.
- Assist in the preparation and implementation of plans for campus previews and other on and off campus events.
- Meet personal monthly/annual recruitment goals for visits, calls, and the acquisition of contacts, inquiries, applications, and deposits.
- Participate in professional organizations and in personal professional development activities, attending appropriate meetings, workshops, and seminars.

Finally, the candidate should be a committed Christian who identifies with and adheres to the mission of Emmanuel College.

Filing an application: Please forward the following (electronically preferred) directly to the contact person listed below.

- **Cover Letter**
- **Resume** with a min. of 3 references
- **Unofficial transcripts from all colleges attended**
- **Pastoral Letter of Recommendation:** Needs to be from a current pastor and to include a verification of current church membership, a description of the applicant's activity in the local congregation, and an evaluation of the quality of the candidates' personal commitment to Christ.
- **Personal Testimony:** An explanation of the applicant's relationship with God through the Lord Jesus Christ, including a brief account of accepting Christ as personal savior, church membership, and current church involvements.

Applications will not be considered until all requested documents have been received.

Contact

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