

Upper Iowa University
Admissions Office
Admissions Counselor

The Admissions Counselor is a member of the Admissions Office staff and reports directly to the Director of Admissions.

The Admissions Counselor is primarily responsible for managing all aspects of an assigned territory, communicating with prospective students to assist them with their college decision, building relationships with guidance counselors, and assisting the admissions office in achieving its overall goals.

Duties and Responsibilities:

- Develop a plan to creatively manage individual recruitment travel and effectively carry out a management plan to produce maximum results for your assigned territory. Specific territory goals will be set by the university in writing yearly.
- Support the recruitment initiatives of other territories as needed.
- Participation in high school visits and college fair programs.
- Develop potential student contacts through alumni, students, parents, etc.
- Manage the caseload related to the assigned territory, including implementation of various elements of the UIU recruitment communication plan and counseling prospective students regarding admissions processes.
- Participate in the planning and staging of special on-campus events, such as visit days, guidance counselor visits, student group visits, etc.
- Participate in training programs to develop professionally and become fully informed about the University and recruiting strategies.
- Maintain appropriate records and submit timely reports on all recruitment activities.
- Continuously identify opportunities to improve the admissions office policies and procedures.
- Other related duties as assigned.

Position Requirements:

- Bachelor's degree.
- Computer literacy, including the ability to use Microsoft Office Suite.
- Ability to work with detail and accuracy, maintain data and create effective reports.
- Proven ability to work independently and with large and small groups of people.
- Excellent communications and organizational skills.
- Highly developed customer service orientation.
- Ability to understand and utilize data and statistics.
- Ability to work weekends or evenings.
- Ability to develop and maintain productive relationships with multiple Upper Iowa University constituencies, with a clear focus on enhancing and encouraging student academic achievement.