



# JOB DESCRIPTION



INFORMATION			
<b>Job Title</b>	<i>Counselor</i>	<b>EEOC Job Classification</b>	Sales Workers
		<b>FLSA Classification</b>	Non-exempt
<b>Department</b>	Admissions	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To</b>	Associate Director of Admissions	<b>Reviewed</b>	5/2/2022

SUMMARY
Advance the mission and vision of TMUS by representing The Master's University undergraduate programs to the Christian public, including to schools, churches, organizations and camps, in order generate brand awareness and recruit students according to The Master's University goals.

ESSENTIAL JOB FUNCTIONS
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"><li>• Recruits prospective students by contacting prospects, explaining courses offered by the university, and quoting fees.</li><li>• Responds to inquiry calls and emails regarding detailed questions about the programs, financial aid, student life, etc.</li><li>• Schedules and hosts various recruitment activities at college fairs, churches, high schools, conferences, etc.</li><li>• Prepares correspondence, letters and emails to new inquiries.</li><li>• Completes daily computer data entry in recruitment database to assist in tracking new inquiries.</li><li>• Keeps a detailed log of contacts and monitors the level of and changes in students' interests.</li><li>• Counsels, advises, and assists prospective students through the enrollment and financial aid process. Registers freshmen for first semester courses.</li><li>• Performs preliminary transcript assessment to determine students' potential enrollment status and transfer credits (if any) from other institutions.</li><li>• Evaluates student qualifications in light of admission requirements and makes recommendations to the Admissions Committee.</li><li>• Conducts campus tours for visiting students and families. Interacts with faculty, coaches, staff, and administration to coordinate successful campus visits.</li><li>• Competitive analysis and understanding of the competing schools and the industry in general.</li><li>• Spend up to 25% of time traveling to events, conferences, churches and schools for recruiting purposes.</li><li>• Other duties as assigned.</li></ul>

QUALIFICATIONS
<ul style="list-style-type: none"><li>• Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.</li><li>• Excellent written and verbal communication skills</li><li>• Strong organizational and interpersonal skills</li><li>• Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.</li></ul>

- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience.
- At least one year experience in an admissions office in an educational institution or equivalent.
- Proficient in Microsoft Office Suite; Word, Excel, Outlook.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- There may be some travel required for this job.

## **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.