



# JOB DESCRIPTION



INFORMATION			
<b>Job Title:</b>	Regional Counselor (AZ)	<b>Wkly. Hrs./Weeks:</b>	Pt. Time (20 hours / week), Seasonal
		<b>Pay Grade:</b>	
<b>Department:</b>	Admissions	<b>Classification:</b>	
<b>Reports To:</b>	Director of Admissions	<b>Effective Date:</b>	01/02/2018

SUMMARY
Responsible for representing TMU undergraduate programs to the Christian public, including to schools, churches, organizations, and camps, in order generate brand awareness and recruit students according to TMU goals for a defined geographic region. Region is Arizona.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none"> <li>• Schedules appointments and hosts various recruitment activities at college fairs, churches, high schools, conferences, organizations, families, etc. to promote and market TMU to both the organizations and the students.</li> <li>• Gives engaging presentations and promotions to attract and entice students and partners.</li> <li>• Coordinates with TMU admissions office to plan communications and travel, and to make strategic recommendations.</li> <li>• Completes regular computer data entry in recruitment database to assist in tracking new inquiries.</li> <li>• Maintains a detailed log of contacts and monitors the level of and changes in students' interests.</li> <li>• Responsible to develop a full strategic travel and presentation schedule</li> <li>• Responsible to track, request and report all expenses and budgets according to TMU policy</li> <li>• Abilities to provide initial counsel, advise, and assist prospective students through the enrollment and financial aid process.</li> <li>• Competitive analysis and understanding of the competing schools and the industry in general</li> <li>• Work remotely 90-100% of the time</li> <li>• Regular travel is essential.</li> <li>• Other duties as assigned</li> </ul>

COMPETENCIES
<ul style="list-style-type: none"> <li>• Must be able to travel to various locations in the defined geographic region (eg, state) and do presentations on the benefits of receiving an education from The Master's University.</li> <li>• Must be able to define one's own hours and travel schedule within requirements and limits</li> <li>• Must be able to work independently</li> <li>• Familiarity with The Master's University is desirable.</li> <li>• Ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &amp;/or community members of diverse academic, socio-economic, cultural, &amp; ethnic backgrounds.</li> <li>• Has to be outgoing and extremely personable.</li> </ul>

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- **Education:** Bachelor's degree preferred.
- **Experience:** 1+ years in an admissions office in an educational institution preferred
- Have strong computer proficiency.
- Excellent oral and written command of the English language is required.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Must successfully pass a background investigation.

## ADVANCEMENT, TRAINING & COMPENSATION

- TMU provides all approved related travel and marketing expenses
- TMU provides options for employee advancement and training, both internally and externally. TMU values the personal and professional development of its employees and seeks to provide relevant, beneficial options whenever possible.
- Advancement may include increase to 100% position, or to "Admissions Counselor", "Admissions Regional Manager", "Assistant Director", or other roles within TMU.
- Training may include conferences, classes, courses, and programs.

## WORKING CONDITIONS

- **Working Environment:** Mostly travel, may including overnight stays. Typically 1-5 day travel, in the assigned region.
- **Physical Demands:** Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.

## ADDITIONAL INFORMATION

### Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

*If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.*

*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.*

## APPLICATION PROCESS

In order to be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email ([humanresources@masters.edu](mailto:humanresources@masters.edu)) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

### Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University or Seminary. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

### Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.