



JOB DESCRIPTION



INFORMATION			
Job Title	<i>Admissions Counselor</i>	EEOC Job Classification	Sales Workers
		FLSA Classification	Non-exempt
Department	Admissions	W/C Classification	8868 – Administration/Faculty
Reports To	Director of Admissions	Effective Date	8/19/2019

SUMMARY
Responsible for representing The Master's Seminary 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 Seminary goals.

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

QUALIFICATIONS
<ul style="list-style-type: none">• Ability to calculate numbers, correct entries, and post to records.• Ability to gather data, compile information, and prepare reports.• Ability to secure and handle cash.• Ability to use independent judgment and to manage and impart confidential information.• Exercise confidentiality, good judgment and discernment.• Ability to compose, proofread and edit correspondence.• Possess excellent organizational skills.• Must be a self-starter who will complete tasks without constant supervision.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- Bachelor's degree or equivalent.
- At least one year experience in an administrative function.
- Proficient in Microsoft Office Suite; Word, Excel, Outlook, Access.

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 25 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.