



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Admissions Counselor</i>	EEOC Job Classification	Administrative Support Work
		FLSA Classification	Non-Exempt, full-time
Department:	Admissions (5070)	W/C Classification	8810 - Clerical
Reports To:	Lead Admissions Coordinator	Compensation	\$19.00 - \$21.00/hour

SUMMARY

Advance the mission and vision of TMS by serving prospective students from the point of initial contact until they are admitted on-campus students. Must have an intimate knowledge of all TMS academic programs, excellent people skills, and a strong work ethic.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Recruits prospective students by contacting prospects, explaining TMS programs, quoting fees, and answering questions and concerns.
- Responds to inquiry calls, emails and instant messages regarding detailed questions about the programs, financial aid, student life, etc.
- Completes daily computer data entry in recruitment database to assist in tracking new inquiries and monitoring student interest.
- Counsels, advises, and assists prospective students through the enrollment and financial aid process.
- Performs preliminary transcript assessment to determine students' potential enrollment status and transfer credits (if any) from other institutions.
- Schedule, plans, and conducts prospective student events (campus visits, preview weekend, preview day) for visiting students and families.
- Create and organize completed student applications into student files for review.
- Other duties as assigned.

QUALIFICATIONS

- 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.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no Supervisory Responsibility

EDUCATION AND EXPERIENCE

- Bachelor's degree.
- At least two-years' experience in a higher Education field preferred.
- Proficient in Microsoft Office Suite or similar software.

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 40 pounds.
- Some travel with overnight stay expected.

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.