

Eastern Illinois University
Office of Admissions Position Announcement
Admissions Counselor (4 Positions)

The Office of Admissions at Eastern Illinois University is seeking applicants for four Admissions Counselor positions. This person is directly responsible for the recruitment of traditional undergraduate students to the University. The admissions counselor will manage all aspects of the admissions funnel for prospective students within an assigned geographic territory. Extensive travel {including evenings/overnights/weekends}, valid driver's license or ability to arrange for transportation, and the ability to lift 10-15 pounds are expected.

Position Duties:

- Manage all aspects of recruiting efforts for specified territory/academic programs in order to meet stated recruitment goals.
- Utilize CRM to effectively manage territory.
- Build relationships with and assist prospective students throughout all phases of the enrollment cycle {inquiry through enrollment}.
- Represent Eastern Illinois University at college fairs, high schools, community colleges, and other off-campus events.
- Assist with campus-based events.
- Build relationships with parents, guidance counselors, and other external constituents.
- Conduct interviews, appointments, and group information sessions for prospective students and their families.
- Conduct phone, e-mail and other contacts with prospective students throughout the admissions process {freshman and transfer}.
- Review application files for admission and make appropriate decisions.
- Promote and adhere to the Mission of the University and employee handbook.
- Maintain and develop relationships with faculty and staff of the University.
- Performs other services as deemed reasonable by the Associate Director and/or Director of Admissions.

Four positions are available. One position will be a Chicago-Regional position and three will be campus-based. Of the campus-based positions, one will focus on transfer student recruitment and the other two will focus on freshmen recruitment and territories could include: southern Illinois and Missouri or central Illinois.

Qualifications: Bachelor's Degree required. Master's Degree Preferred. Possess strong communication, interpersonal, and customer service skills. Ability to work independently and as a part of a team. Proficient in the usage of computer programs {Microsoft Office} and other technologies required. Demonstrated commitment to diversity and experience with promoting inclusivity required. Prior experience in Admissions, Financial Aid, or Student Services area preferred.

The successful candidate will demonstrate attention to detail and ability to multi-task; determination to meet recruitment goals; and commitment to the mission statement, core values and goals of Eastern Illinois University. Preference will be given to an Eastern Illinois University alumnus.

A complete application will include a cover letter, current resume, and the names and contact information for three professional references. Send application materials to <http://apply.interfolio.com/83623>. Questions regarding the search process can be directed to the chair of the search committee, Justin Tierney at jmtierney@eiu.edu. Review of applications begins immediately, and continues until campus interviews are scheduled.

Start Date: March 15, 2021

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer
minority/female/disability/veteran - committed to achieving a diverse community.*