

Eastern Illinois University
The Office of Admissions
Admissions Counselor Position Announcement

The Office of Admissions at Eastern Illinois University is seeking applicants for the position of Admissions Counselor. 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, 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).
- Conduct interviews, appointments, walking campus tours, 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.
- Represent Eastern Illinois University at college fairs, high schools, community colleges, and other off-campus events.
- Build relationships with parents, guidance counselors, and other external constituents.
- 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.

Five positions are available. All positions will be campus-based. Two will focus on transfer student recruitment. The other three will focus on freshmen recruitment and territories could include: southern Illinois and Missouri, north central Illinois, and central Illinois and Indiana.

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.

A complete application will include a cover letter, current resume, and the names and contact information for three professional references. Send application materials to apply.interfolio.com/61484. Questions regarding the search process can be directed to the chair of the search committee, Brittany Tierney at bmtierney@eiu.edu. Review of applications begins immediately, and continues until campus interviews are scheduled.

Start Date: June 1, 2019

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