



# **Mid-Atlantic Christian University**

## **Announcement for Full-Time Staff Position**

### **Admissions Counselor**

Department: Enrollment Services

Category: Exempt, Full-time Permanent

#### **Primary Duties:**

The Admissions Counselor (AC) will assist MACU in fulfilling its mission by attracting qualified students to the College and providing information and services to prospective students and their families.

The AC will report to the VPSS.

#### **Skills**

Demonstrate competency in sales, administration, and have outstanding interpersonal skills. Ability to work as a member of a team. Must agree with and support the college's mission and exhibit a maturing Christian faith. Must be skilled in dealing both face-to-face and via telephone with administration, faculty, staff, students, prospective students, parents, vendors, etc., effectively.

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

#### **Responsibilities**

- Visits high schools, private Christian schools, conferences, college fairs, and camps.
- Speaks to groups and individual students, applicants, parents, guidance counselors, and others to provide information about Mid-Atlantic Christian University.
- Contacts potential students to set up college interviews.
- Conducts college interviews and campus tours with prospective students.
- Builds relationships with potential students and their families.
- Facilitates prospects' progression through the enrollment process.
- Maintains regular follow-up.
- Develops referrals.
- Networks with alumni, ministers, church staff, and other constituents to recruit prospective students and promote mutual ministry opportunities.
- Assists with coordinating and conducting university events and other public relations responsibilities.

### **Qualifications:**

A committed Christian with a heart for ministry and a desire to serve God by promoting a Bible-focused university education to prospective students, their parents, and other constituents. Gifted in Administration with a passion for excellence and detail.

1. Bachelor's Degree is preferred.
2. Direct sales experience of at least 1 year is preferred.
3. Previous higher education experience is preferred.
4. Excellent time management skills.
5. Must possess a high level of personal motivation, be persuasive, have exceptional communication (listening, written and verbal) and interpersonal skills, be able and willing to overcome objections.
6. Must have decision-making skills, be flexible, exhibit exceptional interpersonal skills, and be results oriented.
7. Must demonstrate a high level of energy, be positive and friendly and show a genuine interest in people, including interacting effectively with students, parents, and other constituents (both off and on campus).
8. Active membership in a congregation of the independent Churches of Christ/Christian Churches is preferred but not required.
9. Must have a valid driver's license and be able to travel extensively.
10. The ability to lift and carry College display materials weighing up to 25 lbs. is necessary.
11. In addition, the AC must demonstrate proficiency in the use of computers, including business software programs such as Microsoft Office and Google Suite, plus other web-based database applications and tools that are essential to the position.
12. Experience in social media is an added plus.

### **Position Details:**

- Evening and weekend work will be required.
- Extensive Travel is required.
- 1-year sales experience is preferred.
- Full Time - Salaried position
- Pay: From \$29,000 per year, based on experience and qualifications

### **Compensation, Benefits, and Travel/Expenses:**

- 401(k)
- Health insurance
- Paid time off – vacation and holidays, sick and personal leave.
- A free daily meal in the cafeteria
- Supplemental insurance (Vision/Dental/Life/Accidental)
- Work-related cellular phones will be provided, or a monthly stipend of \$25
- Dependent scholarships
- Travel expenses will be covered.
- A laptop computer will be provided.

Please send a resume and cover letter to the Vice President of Student Services: Bane Angles, at [bane.angles@macuniversity.edu](mailto:bane.angles@macuniversity.edu)

**"The university is intentionally seeking ethnically and racially diverse persons for employment."**

Mid-Atlantic Christian University, a private, faith-based, four-year university, is committed to equality of educational opportunity and will not discriminate against applicants, students, or employees on the basis of race, color, national or ethnic origin, gender, age, disability, or prior military service. Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church-related institutions to seek personnel who will support the goals of the institution. Being a student or employee at Mid-Atlantic Christian University requires a commitment and lifestyle consistent with the institution's mission and values.

Mid-Atlantic Christian University is accredited by:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associate, and baccalaureate degrees.