



**ERSKINE**  
C O L L E G E

**Position:** Admissions Counselor

**Description:** The Admissions Counselor is an enthusiastic, dedicated, team-oriented person. In addition to managing a recruitment territory, the Admissions Counselor will work to generate leads and cultivate interest among prospective students as they inquire about Erskine College. The ideal candidate is results-driven, self-motivated, persistent, and creative with strong interpersonal skills. This position reports to the Director of Admissions.

**Responsibilities:**

- Identify and qualify leads from the inquiry and prospect pool using CRM (customer relationship management) software
- Determine the follow-up protocol for groups of leads and individual students
- Manage a recruitment territory of approximately 500 applicants
- Evaluate files and submit admissions recommendations to the Director of Admissions
- Complete weekly/monthly goals set in collaboration with the Director of Admissions involving applicants, admitted students, and enrolled students
- Develop a communication flow where prospective students are regularly contacted as they move through various stages of the admissions funnel. Once contact is made, detailed notes should be recorded in the CRM. Contact will be conducted by phone, email, text, and mail.
- Be responsible for 6-8 weeks of admissions travel in the fall (September – November) and occasional travel in the spring
- Must be willing to work flexible hours during the fall and spring semesters to increase contact with prospective students
- Meet with prospective students, parents, guidance counselors, and other key referral sources
- Travel to high schools, college fairs, and other recruiting events throughout the admissions cycle
- Attend occasional on-campus recruitment events on nights and weekends
- Other duties as assigned

**Qualifications:**

- The ability to understand and embrace the Erskine mission statement and positively share it within the duties of the position. Candidates who seek employment at Erskine College should be professing Christians who are committed to exploring the intersection of faith and learning with students.

- Excellent verbal and written communication skills, ability to work well within a team, creativity, and good organizational skills are required
- Strong interpersonal skills and the ability to connect, motivate, and inspire people are essential
- The ability to lift at least 50 pounds
- Recruiting/sales experience is preferred
- Candidates should possess at least a bachelor's degree, valid driver's license, and strong computer skills in Microsoft Office, including Word, Excel, and PowerPoint, as well as Prezi.

**Application Process:**

- To ensure full consideration, interested candidates should complete the [online application](#). The online application includes a link to upload a letter of application, a resume, and a list of references.