



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546
814-824-2000
800-825-1926
mercyhurst.edu

Admissions Counselor

Location: Erie
Department: Undergraduate Admissions
Reports To: Executive Director of Admissions
Full/Part Time: Full-Time
Classification: nonexempt
Closes: *Open Until Filled*

SUMMARY

Mercyhurst University is seeking an Admissions Counselor to join a dynamic and energetic Office of Undergraduate Admissions team. The ideal candidate will be hard-working, well-spoken, motivated, dedicated, and will possess a strong desire to succeed.

DUTIES AND RESPONSIBILITIES

- Extensive recruitment travel (minimum of 12 weeks) and management of a geographic territory.
- Ability to conduct oral presentations about Mercyhurst to a variety of constituents, including prospective students and parents, school counselors, and college personnel.
- Application review and scholarship consideration.
- Develop and maintain individual recruitment files/records.
- Telemarketing and social media initiatives with prospective students.
- Assisting prospective students with admission and financial aid.
- Awarding of financial aid to prospective students.
- Participate in on-campus and regional college events.
- Work weeknights and weekends as needed.
- Independent management of admission initiatives.
- Other duties as assigned by director.

QUALIFICATIONS:

- Bachelor's Degree required.

SKILLS AND ABILITIES

- Ability to represent the university in a professional manner in interacting with students, parents, alumni, school counselors, and colleagues.
- Excellent verbal/written communication skills, interpersonal skills, and organizational skills.
- Strong technical skills, including the ability to work with typical office software (e.g. Word, Excel, Outlook) and navigate student information systems.
- Demonstrated ability to work in a team environment, as well as the ability to work independently while traveling.
- Able to work a flexible schedule including travel, weeknights, and weekends.
- Valid driver's license

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.

