



MERCYHURST
UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

Admissions Counselor – Professional Admissions

Location: Erie

Department: Graduate and Professional Admissions (GPA)

Reports To: Director of GPA

Full/Part Time: Full Time

Classification: Staff

Closes: *Open until filled*

POSITION SUMMARY: Mercyhurst University is seeking an Admissions Counselor to join a dynamic and energetic Office of Graduate & Professional Admissions. The Admissions Counselor is instrumental in the recruitment of adult baccalaureate and associate degree prospects. The counselor will assist prospective students applying for these programs through the application process until enrollment. The ideal candidate will be hard-working, well-spoken, motivated, dedicated, and will possess a strong desire to succeed.

DUTIES AND RESPONSIBILITIES:

- Review application portfolios and make admission decisions
- Counsel applicants on student financial aid and college affordability options
- Assist in the processing of applications and their supplemental items when necessary
- Conduct oral presentations about Mercyhurst to a variety of constituents, including prospective students and parents, school counselors, and college personnel
- Telemarketing and social media initiatives with prospective students
- Plan and proctor admissions and placement exam sessions
- Plan, execute or assist with recruitment workshops, orientation sessions, and events to acquaint students with enrollment processes
- Develop and serve as resource expert on enrollment practices to resolve complex applicant issues
- Provide information gleaned during the enrollment process to help with the registration of new students as it relates to assigned territories/programs

- Some recruitment-oriented travel required
- Work weeknights and weekends as needed
- Performs related duties as assigned.

EDUCATION:

Bachelor's degree required

KNOWLEDGE/EXPERIENCE:

Prior college admissions or sales experience preferred, but not required

SKILLS/ABILITIES:

Able to work in a fast-paced, team environment. Confidentiality a must, strong communication, written and verbal skills, excellent clerical/general office skills; high ethical standards and professional behavior; must have excellent interpersonal and communication skills (verbal and written); be able to work independently; be proficient with database, word processing, and spreadsheet software; able to work nights/weekends when necessary.

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 on the basis of 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.