

Job Title: Admissions Representative
Department: Undergraduate Admissions
FLSA Status: Exempt
Shift: Primarily first
Position Status: Full-time, 12month

Mercyhurst University is seeking an Admissions Representative 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.

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

MINIMUM REQUIREMENTS:

- Bachelor's Degree
- 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
- Sense of humor
- Valid driver's license

APPLICATION PROCESS:

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

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

Candidate must be eligible to work in the United States.

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, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities. Applicants must be currently authorized to work in the United States. Mercyhurst is an Equal Employment Opportunity Employer that encourages members of diverse groups to apply.