July 17, 2017

Capital University is seeking an Admission Counselor to interview and counsel prospective students on the college selection and financial aid process. This position is responsible for managing inquiries and applications from specified geographic areas. The Admission Counselor also collects and reviews information for student applications and determines eligibility for admission.

Responsibilities:
- Manages inquiries and applications from specified geographic territory including writing letters, emails and postcards, making telephone calls, and using social media to encourage students to visit, apply, or enroll at the university.
- Plans and implements recruitment activities for assigned territory, including travel to sites both within Ohio and nationally.
- Interviews and counsel prospective students; promotes the benefits of a Capital education and counsels students regarding the college selection process, financial aid procedures, college policies, enrollment procedures, etc.
- Assists in marketing initiatives including mailings, recruitment publications, events, social media, vendor relationships, etc.
- Participates in professional development opportunities such as conferences, workshops, and meetings.

Qualifications:
- Bachelor's degree from a four-year college or university required; experience in higher education or enrollment preferred.
- Motor vehicle license required.
- Prior experience in Microsoft Office with the ability to learn Datatel and other programs as needed.
- Excellent professional verbal and written communication skills.
- Must be able to work a flexible schedule; evenings and weekends

Compensation:
Starting hourly rate is $16.35.

Capital University offers a rich benefits package that includes medical, dental, vision, retirement, family education benefits, long-term disability, life insurance and free parking.

Send cover letter and resume electronically to:
Lisa McKitrick
Associate Director, Admission
lmckitri@capital.edu

For more information on Capital University, visit our website at www.capital.edu.

Capital University is an equal opportunity employer, and supports a diverse and inclusive campus community. Capital University does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, religion, sex, gender, age, disability, veteran status, or other characteristics protected by the law.