

Admission Counselor

Job Description

Position Information

Position Title	Admission Counselor
Position Number	ADMIPRFS08*6789
Department	Admission
Reports to (Title)	Director of Admission

Seated Employee

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The Admission Counselor will work as part of a team of admission professionals responsible for recruiting and selecting a class of entering first year students that fulfills a range of enrollment goals. The Admission Counselor is responsible for developing and executing a data-informed virtual and in-person recruitment strategy for their assigned recruitment territories. Recruitment activities may include high school visits, college fairs, interviews, and information sessions. This position will also be responsible for reading first year admission applications through a holistic review process, including making terminal decisions on application files. They will also serve as a voting member of the admission selection committee. The Admission Counselor will be expected to conduct work that supports the College's enrollment goals, be able to articulate the benefits of a liberal arts education, and use professional judgment in determining suitable candidates for admission to Grinnell. This person will also serve as a member of one or more project-based teams, including Communications/Marketing, Campus Visits & Event Planning, and/or Multicultural Recruitment. Extensive travel and evening/weekend work is required.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.	Bachelor's degree from four-year college or university
If a specific degree, certification, license, or registration is necessary, please list.	n/a
Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.	Less than six months

Preferred Qualifications	<ul style="list-style-type: none"> •Exceptional oral and written communication skills •Appreciation for the value of the liberal arts and of diverse cultures, backgrounds, and experiences <p>Successful track record as a valued team member who can work collaboratively, listen to others and give and take direction as needed</p> <p>Must possess creative initiative, flexibility, and ability to exercise discretion</p> <p>Ability to work effectively with a wide range of constituencies including staff, faculty, students, alumni, and third-party vendors</p> <ul style="list-style-type: none"> •Ability to serve as an ambassador of the College with availability to work evenings or weekends as needed
FLSA Category	Exempt
Staff/Faculty	Staff
Employment Status	Full-Time
Employment Category	Regular
Essential Staff (emergency situations)?	No
On-Call?	No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility	Develop and implement a data-informed and strategic recruitment plan for specific geographic territories that includes virtual and in-person engagement opportunities. Activities may include virtual and in-person high school visits, college fairs, college advising workshops, and prospective student interviews. Extensive fall travel (4-5 weeks) and minimal spring travel (1 week) is required.
Percentage Of Time	40
Responsibility	Review first year admission applications through a holistic, non-formulaic review process and serve as a voting member of the admission selection committee.
Percentage Of Time	30
Responsibility	Participate in on-campus visit programming, including conducting information sessions and prospective student interviews.
Percentage Of Time	15
Responsibility	Serve as a member of one or more project-based teams, including Communications/Marketing, Campus Visits & Event Planning, and/or Multicultural Recruitment.
Percentage Of Time	10
Responsibility	Manage a portfolio of admissions counselor projects, utilizing qualitative and quantitative data to inform strategic planning, decision-making, and implementation efforts.
Percentage Of Time	5
General Responsibilities	
General Responsibilities	(1) Maintain regular attendance in accordance with department policy.
	(2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
	(3) Understand and comply with the policies of the College Staff Handbook.

- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?

No

If yes, then check all that are supervised by this position.

Supervise Student Staff

No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff

No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff

No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

Computer Operations

Please check one of the following

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following

Moderate overnight travel (up to 30%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	1/3 to 2/3
- Essential or Marginal?	Essential
Effective communication skills	Over 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	Over 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	Over 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	Under 1/3
- Essential or Marginal?	Marginal
Making decisions of moderate to substantial consequence	1/3 to 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	1/3 to 2/3

- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	Under 1/3
- Essential or Marginal?	Marginal
Working under a time pressure and within timelines/deadlines	Over 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	1/3 to 2/3
- Essential or Marginal?	Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	1/3 to 2/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	Under 1/3
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that apply.	Close vision (clear vision at 20 inches or less), Color vision (ability to identify and distinguish colors), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check	Moderate noise (examples: business office with computers and printers, light traffic)

the appropriate level below.

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.