

Reports to:	Director of Enrollment (On-Campus)
Department:	Enrollment
Status:	Full-time, Exempt
Salary:	Commensurate with degree and experience

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### **Summary**

The Enrollment Advisor's responsibility is to recruit students, build relationships with outside parties, and promote the efficiency of the Enrollment Department. The Enrollment Advisor will participate in accountability and assessment for new recruiting initiatives.

### **Essential Duties:**

- Build relationships with middle schools, high schools, and colleges
- Travels to speak to groups and/or individual students, meets with school counselors and administrators to promote Grace Christian University programs and outreach activities within assigned territory
- Manages and coordinates community workshops, retreats, and recruitment efforts
- Arranges visits and tours for prospective students and parents.
- Provides career and academic counseling, planning, and advising to potential students utilizing specific knowledge of the university educational programs and degrees
- Creates, packages, monitors and distributes resource materials for student recruitment and retention programs
- Collect documentation and follow-up with applicant students in order to procure admission
- Participate in assessment creation, data tracking, and institutional effectiveness initiatives for the Enrollment Department (On-Campus)
- Build connections between Grace Christian University and community colleges/universities to create resources to benefit our transfer student population
- Provide liaison services to other College offices including Financial Aid, Student Affairs, Career Services, and the Registrar
- All other duties as assigned

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience –**
  - Bachelor's degree or equivalent field experience
  - Experience in higher education preferred
  - Sales experience; a plus
- **Computer Skills –**
  - Possess a working knowledge of computer applications

- Ability to accurately and efficiently perform required technical tasks and learn new technology quickly
- **Communication Skills –**
  - Skilled to communicate in a manner that is courteous, respectful, and professional
  - Ability to use cultural intelligence to interact effectively with a culturally diverse population and a variety of stakeholders, students, alumni, administrative staff, etc.
  - Excellent written, oral, and interpersonal communication skills, void of jargon
  - Proven capabilities in establishing appropriate professional rapport with courtesy and tact; listening effectively and accurately to determine others' needs; collecting necessary information; following through appropriately; and handling escalating situations with concern and confidence
- **Customer Service Skills –**
  - Skilled to deal effectively, respectfully, and professionally with people of culturally diverse backgrounds, beliefs, and cultures
  - Capable of establishing appropriate, professional rapport with courtesy and tact
  - Equipped to listen attentively, for verbal and non-verbal cues to ensure accuracy for necessary information and to follow through appropriately, to make informed decisions, and to handle escalating situations with empathy
- **Decisiveness/Reasoning –**
  - Skilled to define problems, collect data, establish facts, and draw valid conclusions, collaboratively with others to come to a reasonable resolution
  - Capable of approaching new ideas or challenges with a sense of possibility, openness, and positivity with highest consideration for organizational priority
- **Self-Sufficient/ Team Player –**
  - Must display the ability to be a team player, yet have the self-driven to work independently, take initiative, and perform with minimal supervision
  - Express genuine interest in the team's well-being, and proactively model organizational customs, beliefs, and values
- **Physical Demands –**
  - Travel is required as needed for meetings and presentations for various events/activities
  - While performing the duties of this job, the employee is regularly required to sit, and use hands to type
  - The employee frequently is required to reach with hands and arms and talk and hear
  - The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl
  - The employee may frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
  - Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Acknowledge Jesus Christ as personal Lord and Savior and demonstrate personal maturity and godliness, growing in conformity to the image of Christ.
- A genuine interest in the ongoing success of Grace Christian University and the support of the mission statement of "Graduating Godly Individuals Prepared to Serve Christ in Church and Society."