

POSITION ANNOUNCEMENT
Bethany College
Lindsborg, Kansas

Admissions Representative

REPORTING RELATIONSHIP:

- Director of Admissions

FLSA STATUS:

- Administrative, exempt-level position
- Full-time appointment and benefits

PURPOSE:

This position, under general supervision, independently performs and is responsible to build relationships with prospective high school students, transfer students and non-traditional students through visitations and follow-up correspondence in a designated geographic territory. The purpose being to increase the overall enrollment of the college. This person will also advise potential students in matters of financial aid, student life, co-curricular activities and general academic information.

ESSENTIAL FUNCTIONS:

- Create successful recruitment activities in a specified geographic area including high schools, college fairs, and alumni events.
- Prepare application files for admissions committee review
- Initiate telephone communication to prospective students and parents
- E-mail correspondence to students and parents
- Articulate scholarship and financial aid programs to students and parents
- Host prospective students and their families on campus
- Participate in the scheduled on-campus recruiting events throughout the year as required.
- Perform all other duties as assigned.

MINIMUM REQUIREMENTS:

- A Bachelors Degree required.
- Experience with Microsoft Office Suite
- Proven leadership experience
- Ability to communicate effectively to a variety of audiences, including students, parents, faculty, staff, alumni, administration, and the community-at-large.
- Excellent organizational skills.
- Ability to handle multiple projects/assignments concurrently and be very results-oriented.
- Highly motivated and works well both independently and in a team environment.
- Ability to work nights and weekends as needed.

TRAVEL: 50%

LOCATION: This position is based on campus.

APPLICATION The initial application should include a letter of application, resume, a statement of philosophy within the context of our mission statement (located on www.bethanylb.edu) and names, addresses, and phone numbers of three references and be submitted to:

mattisonj@jbethanylb.edu or
Human Resources –Bethany College
335 E. Swensson, Lindsborg, KS 67456
(785) 227-3380 x8115
(785) 227-2004 (fax)

Application review begins immediately and will continue until the position is filled. (Posted 7-2-09)
Bethany College is an equal opportunity employer and does not discriminate on the basis of age, gender, race, national origin, ancestry, religious beliefs, sexual orientation, physical ability, marital or veteran's status. Women and minority candidates are especially encouraged to apply. AA/EOE