**Job Description**

**Admissions Counselor for Sterling College Online**

**Reports to:** Director Admissions for Sterling College Online

**Description:**

This person is responsible for the recruitment of new students and will be expected to be proficient in admission requirements and processes, financial aid and social media.

**Qualifications:**

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

Other qualifications include:

* Excellent people and communications skills.
* Ability to communicate and work effectively with prospective students.
* Strong organizational skills.
* Demonstrated ability to make effective oral and written communications
* Ability to work closely with others in a team environment.
* Developed computer skills with proficiency in Microsoft Office (Word, Excel, PowerPoint)
* Valid driver’s license.

**Responsibilities:**

* Grow the enrollment of Sterling College Online
* Jenzabar daily management
* Make a minimum of 50 communications per week (including phone, email and online) with prospective students and personally recruit a minimum of 25 new students each calendar year.
* Off campus recruitment required (community colleges, educational fairs, churches, etc.)
* Keep all SCO social media up to date
* Other duties as assigned to support the overall success of Sterling College Online.
* **Expected Travel:** The Admissions Counselor will travel using a Sterling College vehicle. The right candidate will be comfortable traveling alone. Some recruiting trips may require an overnight stay.

**Education/Experience:**

* Bachelor’s degree required

**To Apply Go To:** <http://www.sterling.edu/employment>