



501 East 38<sup>th</sup> Street  
Erie, PA 16546  
814-824-2000  
800-825-1926  
[mercyhurst.edu](http://mercyhurst.edu)

## Admissions Counselor

**Location:** Erie  
**Department:** Undergraduate Admissions  
**Reports To:** Executive Director of Admissions  
**Full/Part Time:** Full-Time  
**Classification:** nonexempt  
**Closes:** *Open Until Filled*

### SUMMARY

Mercyhurst University is seeking an Admissions Counselor to join a dynamic and energetic Office of Undergraduate Admissions team. The ideal candidate will be hard-working, well-spoken, motivated, dedicated, and will possess a strong desire to succeed.

### DUTIES AND RESPONSIBILITIES

- Extensive recruitment travel (minimum of 12 weeks) and management of a geographic territory.
- Ability to conduct oral presentations about Mercyhurst to a variety of constituents, including prospective students and parents, school counselors, and college personnel.
- Application review and scholarship consideration.
- Develop and maintain individual recruitment files/records.
- Telemarketing and social media initiatives with prospective students.
- Assisting prospective students with admission and financial aid.
- Awarding of financial aid to prospective students.
- Participate in on-campus and regional college events.
- Work weeknights and weekends as needed.
- Independent management of admission initiatives.
- Other duties as assigned by director.

### QUALIFICATIONS:

- Bachelor's Degree required.

## **SKILLS AND ABILITIES**

- Ability to represent the university in a professional manner in interacting with students, parents, alumni, school counselors, and colleagues.
- Excellent verbal/written communication skills, interpersonal skills, and organizational skills.
- Strong technical skills, including the ability to work with typical office software (e.g. Word, Excel, Outlook) and navigate student information systems.
- Demonstrated ability to work in a team environment, as well as the ability to work Independently while traveling.
- Able to work a flexible schedule including travel, weeknights, and weekends.
- Valid driver's license

## **APPLICATION PROCESS:**

Review of applications will begin immediately and continue until the position is filled or until date

