

Admissions Representative/Assistant Director of Admissions

Simpson College seeks an enthusiastic professional who is eager and committed to representing the College in the recruitment of students and managing the recruitment activities for an assigned territory.

Responsibilities:

- Build relationships through frequent communication with prospective students (i.e. phone calls, texts, emails, personal notes, social media, etc.) by providing extensive information and guidance on admissions and financial assistance processes.
- Plan, implement and travel to high schools, college fair programs, and other events both on and off campus promoting awareness of Simpson. Activities will include presentations to student and/or parent groups.
- Develop recruitment and communication strategies to engage high school counselors, alumni, prospective students and their parents within an assigned territory.

The successful candidate will:

- Be a team player who is goal driven and detail-oriented.
- Hold a Bachelor's degree; a graduate of Simpson College or a similar private college is preferred.
- Possess excellent communication, interpersonal, organizational and presentation skills.
- Have the ability to prioritize time and activities, and show strong initiative.
- Demonstrate a competitive spirit and persuasive communication skills.
- Be self-motivated, and willing to travel extensively and work evenings and weekends.

Additional requirements for the Admissions Counselor position include the ability and desire to work with culturally diverse populations; the capability to articulate the value of a liberal arts education; strong analytical skills; and demonstrated experience working in a team environment to manage projects from inception to implementation. Prefer experience in admissions, recruitment, sales, marketing, public relations; bilingual (Spanish) skills preferred. Applicants must have a current, valid driver's license.

To be considered for Assistant Director of Admissions, the successful candidate must meet the above requirements and a minimum of 3 years of related professional and administrative experience.

To apply please send cover letter, resume, name and contact information for three professional references to: Human Resources, Simpson College, 701 North C Street, Indianola, IA 50125 or by e-mail to employment@simpson.edu. To learn more about the College, please visit our web site at www.simpson.edu

It is the policy and practice of Simpson College to provide equal educational and employment opportunities for all. We specifically encourage applications from women, minorities, veterans, persons with disabilities and individuals who are bilingual (Spanish) to apply. The entire Notice of Non-Discrimination can be found at: <http://simpson.edu/employment-opportunities/>

Job Level 9