

## Corban University

### Position Description and Application Process

#### **ADMISSIONS COUNSELOR GRADUATE AND ADULT DEGREE PROGRAM**

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DEPARTMENT:	Graduate/ADP Admissions
REPORTS TO:	Director of Graduate/ADP Admissions
HOURS PER WEEK:	Full Time
FLSA STATUS:	Exempt
REVISED:	February 2014

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**MISSION:** To educate Christians who will make a difference in the world for Jesus Christ.

**SUMMARY:** The Admissions Counselor serves as a representative of Corban University Graduate and Adult Degree Programs to assist adult students through the inquiry, application and enrollment process. The focus of this position is to recruit potential students into Corban's graduate degrees and/or undergraduate degree completion programs.

The graduate degrees and professional licensure programs include the following:

- The Corban MBA (Master of Business Administration)
- Master of Education
- Graduate Teacher Licensure Program
- Master of Arts in Counseling

Undergraduate degree completion programs for working adults include the following:

- Bachelor of Science in Business Administration with emphasis on Business and Organizational Leadership
- Bachelor of Science in Psychology with emphasis on Family Studies
- Bachelor of Science in Health Care administration
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#### **ESSENTIAL FUNCTIONS:**

- Serve as the primary point of contact for working adults who wish to become graduate or degree completion students.
- Plan, organize and participate in events for marketing, recruitment and admissions purposes that take place on campus and off campus. Represent Corban as an exhibitor at career fairs and professional conferences. Compile information related to the activities and outcomes of events to inform the formal evaluation of the effectiveness.
- Utilize recruitment strategies for designated degrees and/or programs including individual and group communication strategies, follow-up procedures and meetings with potential students
- Provide basic information to potential students regarding tuition, fees and financial aid availability.
- Provide input into marketing efforts for designated degrees and/or programs.
- Review, evaluate and track new student application documents and applications files.

- Perform other related duties as assigned by the Director of Graduate and Adult Degree Admissions.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent oral and written communication skills. Ability to make effective public presentations. Capability to provide consistent, accurate and timely information about Corban's degree programs.
- Strong teamwork and interpersonal skills with a wide variety of people. Ability to multi-task and work independently with guidance and coaching.
- Demonstrated understanding and respect for the needs and preferences of adult learners. Possess a general knowledge of the higher education industry and adult student market.
- Excellent computer skills, including contact management, databases, Microsoft Outlook, Microsoft Office productivity software and web-browsing.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree required. Graduate degree or graduate coursework is preferred.
- Two to three years of professional experience in sales and/or recruiting. Experience in higher education or closely related field is preferred.
- Flexibility to work daytime hours during the week, including two late evenings per week (until 7 pm) as well as periodic events and weekends. Willingness to travel occasionally for work-related responsibilities.
- Valid Oregon driver's license or capability to obtain one within a reasonable time period following employment.
- Knowledge and acceptance of the mission, principles and philosophies of Corban University, including signing a statement of faith.

**WORKING CONDITIONS:** Travel and weekend/evening work related to admissions recruiting calendar. Events on and off campus during non-business hours will be an aspect of the position.

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*Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.*

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***Application Process on Following Page***

***To Apply***

**Interested Candidates please submit the following:**

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website:  
[www.corban.edu](http://www.corban.edu))

Send to:

Corban University  
Department of Human Resources  
5000 Deer Park Drive SE  
Salem, OR 97317  
[jobs@corban.edu](mailto:jobs@corban.edu)  
FAX: 503.585.4316