



Corban University
Position Description

ADMISSIONS AND RETENTION COUNSELOR

DEPARTMENT: Graduate and Online Admissions
REPORTS TO: Director of Graduate and Online Admissions
FLSA STATUS: Full-time / Exempt
Revised November 2018

See Application Requirements on Page 2 and 3

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

SUMMARY: The Admissions and Retention Counselor serves as a representative of Corban University graduate and online programs to assist and support students through the inquiry, application, enrollment and academic process. The focus of this position is to recruit and retain students in Corban's online undergraduate and graduate degree programs, with emphasis on programs within the Hoff School of Business.

ESSENTIAL FUNCTIONS:

- Serve as the primary point of contact for prospective students who inquire about the Hoff MBA or online undergraduate programs and assist them with the decision and application processes as needed.
- Work under the direction of the Dean of the HSB to support enrolled MBA students by answering questions and continuing to serve as the primary point of contact throughout their time at Corban University.
- 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 the online and graduate programs including individual and group communication strategies, follow-up procedures, and meetings with potential students.
- Provide program information to potential students regarding majors, course requirements, tuition, fees, and financial aid availability.
- Provide assistance and information to current MBA students regarding course calendars, Corban resources, and Converge Online learning system.
- Collaborate with the Registrar, Financial Aid, Faculty, and Student Support offices to address applicant and student needs.
- Provide input into marketing efforts for designated degrees and/or programs.
- Review, evaluate, and track new student application documents and files in Recruiter.
- Participate in HSB Marketing Committee meetings.
- Review, evaluate and track student progress and registration through the MBA program and report this to the HSB Dean on a regular basis.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:



- Knowledge of the higher education industry and adult student market.
- Excellent oral and written communication skills.
- Ability to provide consistent, accurate, and effective public presentations.
- Ability to maintain accurate student and prospective student files.
- Ability to provide timely and accurate information to prospective students.
- Goal oriented with a strong desire to serve prospective and current students well.
- 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 and graduate students.
- Excellent computer skills, including contact management, databases, Microsoft Outlook, Microsoft Office productivity software and web browsing.
- Knowledge and acceptance of the mission, principles and philosophies of Corban University.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree required. MBA or graduate coursework is preferred.
- Two to three years of professional experience in sales, recruiting, or academic advising. Experience in higher education or closely related field is preferred.
- Flexibility to work daytime hours during the week, including some evening hours 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.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith.
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS: Traditional office environment. Travel, evening, and weekend work related to the admissions recruiting and events calendar may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Corban University is a private comprehensive 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 in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees 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. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply

Interested Candidates please submit the following:



- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: www.corban.edu/employment

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503-375-7182