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## EMPLOYMENT LISTING

### Admissions Counselor

#### Elsah Campus, Elsay, IL

**Summary:** Under the direction of the Admissions Recruiting Manager, the Admissions Counselor is responsible for effective recruiting cultivation within priority regions and markets based on the institution’s strategic enrollment targets. This position serves as a primary recruiter of values-aligned students and represents Principia College through effective external outreach both in-person and virtually. The Admissions Counselor keeps frequent contact with students and parents, utilizing a network of alumni, admissions “connectors”, and other community organizations for recruiting purposes. In coordination with Admissions Leadership, this position plans and participates in the recruitment of prospective students using marketing strategies and public relations skills and provides counsel to prospective students and parents regarding the admission process.

#### Who We Are

At our award-winning pre-K–12 school in St. Louis, Missouri, and top-ranked Principia College in Elsay, Illinois, Principia faculty and staff make up a close-knit community of educators, coaches, and professionals taking a distinct approach to education—blending academic excellence with Christian Science-based character education. Principia’s team of over 500 employees supports not only Principia School and Principia College, but also a worldwide network of Alumni & Friends.

At Principia College, our globally-focused curriculum honors diverse perspectives and develops creative changemakers who use their academic skills for good in service to themselves, their communities, and the world. In-depth study meets real-world experience through study abroad programs, internships, capstone projects, and a robust slate of student activities, including a world-renowned mediation team, top-ranked solar car team, national champion rugby club, and the nation’s oldest student-run public affairs conference.

Principia employees are part of an engaging academic community preparing students to be tomorrow's leaders, thinkers, and changemakers. We strive to create a [collaborative and inclusive environment](#) where everyone feels they belong and are valued.

### **Examples of Work Performed:**

- Serves as a front-line recruiting representative for Principia College.
- Travels as directed to recruit students from a variety of backgrounds.
- Plans and coordinates travel itinerary, including airline/rental car/lodging, and submits reports as required.
- Represents Principia College through outreach at college fairs and other events
- Documents all communication (meetings, interviews, conversations, e-mails, calls, etc.) with prospective students and families in Slate CRM.
- Plans and executes timely and appropriate follow-up with prospective students and families.
- Works closely with the campus engagement coordinator to support outreach to prospective students, families and community organization representatives.
- Presents on behalf of Principia College to visitors during campus engagement events and other off-campus recruitment events.
- Supports weekend recruitment events as directed.
- Provides mentorship for Admissions Ambassadors to assist with recruitment efforts.
- Assists applicants through admission, scholarship, and financial aid application processes
- Evaluates completed applicant files for admission to Principia College.
- Advising member of Admissions Committee: uses professional judgment to advise and make recommendation to committee for applicants.
- Establishes, develops, and maintains field relationships (prospects, parents, alumni, connectors, Principia Club officers, field representatives, etc.), to enhance recruitment efforts and cultivation of new prospects.
- Is actively involved in Admissions Counselor training process and professional development
- Stays current with professional trends in national college admissions practices and with activities at Principia College (e.g. what's happening in academics, athletics, student life, etc.)
- Collaborates with faculty, coaches, and current students to assist in the recruitment process

### **Special Requirements:**

- At certain times of the year, ability to shift work hours to come in late and stay late to reach prospects by phone or other means at night when students are most available.
- Weekend work during peak recruitment and travel seasons.

**To perform this job successfully, an individual should demonstrate the following competencies:**

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation
- Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Follows through on commitments
- Interpersonal - Excellent organizational and communication skills, including ability to effectively and intuitively interact with prospective students and family members; maintains confidentiality
- Team Work - Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members
- Organizational Support - Supports organization's goals and values, benefits organization through outside activities

**Preferred Qualifications:**

- Proven experience working with and speaking to young adults and their families
- Master's degree preferred in education, enrollment management, business or related field
- Knowledge of college admissions policies and procedures, particularly as they relate to special admissions programs, selective and competitive admission programs, international student admissions and global recruiting. Knowledge of federal and state laws related to admissions.
- Knowledge of key national organizations and publications and best practices such as NACAC, NACADA, NAFSA, ACE, as well as knowledge of latest student success initiatives including Guided Pathways.
- Excellent technology skills, including knowledge of the student information system, document imaging software, internet and web applications, placement testing system, college network, and phone system, including voicemail, electronic mail, and college website

**Minimum Qualifications:**

- Supportive of Principia's mission, vision, and values as articulated here <https://www.principia.edu/about/mission>
- B.A. or B.S. degree, and 2-3 years relevant work experience in a related field
- A clear understanding of Principia's purpose and an appreciation of its policies.
- Self-starter, functions independently, and coordinates effectively with others
- Excellent organizational, communication, and interpersonal skills, including ability to effectively and intuitively interview prospective students and family members
- Experience with Windows, MS Office, communication management and data entry

- Ability to maintain strict confidentiality
- Willingness to travel and present information for recruitment purposes
- Ability to work extended hours during critical admissions seasons
- Strong communications skills with the ability to deliver information effectively and persuasively

\*This description includes essential job duties, but not necessarily all the activities and responsibilities currently assigned to this position and may be changed at any time.

### **Equal Opportunity**

Principia, a mission-driven institution, believes every person has the right to an equitable and respectful educational environment and workplace. Principia does not discriminate on the basis of race, color, national origin, ethnicity, gender (identity or expression), sexual orientation, family status, disability, age, or military or veteran status.

In hiring, admissions, and related decisions, Principia—as an institution with a religious mission—gives preference, where appropriate, to Christi

For more information: [www.principia.edu/jobs](http://www.principia.edu/jobs); [Beth.Trevino@principia.edu](mailto:Beth.Trevino@principia.edu); 618-374-5202

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