



Admissions Counselor

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as an **Admissions Counselor**. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [application](#) to Calvary University at humres@calvary.edu or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

Job Title: Admissions Counselor
FLSA Status: Full-Time, Non-Exempt
Reports to: Director of Enrollment Management

I. CALVARY UNIVERSITY VALUES

Calvary University values employees who are committed to and demonstrate excellence as (1) practitioners, leading by example, and contributing through service and ministry in their respective fields, (2) capable mentors and disciplers, able and eager to use their knowledge, experience, and maturity in support of Calvary University's mission, and (3) skilled in developing strategic partnerships and collaborations to benefit their departments and to continually improve the quality of investment in Calvary University's students.

II. GENERAL EXPECTATIONS

This document describes duties that Calvary University expects of staff members. These may change with each year, through discussions between you and your Department Head. Your performance will be reviewed and evaluated on the basis of how well you fulfill these duties. The responsibilities for this position will include some or all of the following: (1) leadership and service, (2) mentoring and discipling, (3) and administrative, cooperative, and collaborative efforts. Your responsibilities may include involvement in off-campus, evening or weekend duties, as well as other Calvary community efforts as Calvary leadership requires.

III. STAFF RESPONSIBILITIES

As Practitioners

Calvary University staff are expected to lead by example in spiritual growth and maturity, and are expected to be engaged in external service or ministry, using their skills and training to benefit the church and the broader community as well. Calvary staff will attend required meetings such as chapels, assemblies, staff meetings, and other special events on campus, will serve on committees as assigned, and will participate in workdays and other service opportunities. Staff are expected to serve in a collegial fashion and in accordance with Biblical,

professional, and ethical principles when dealing with other staff members, faculty, students, administrators, and members of the public.

As Mentors, and Disciplers

Calvary University staff are expected to fully support the mission and process of Calvary University and ground their work in the Biblical worldview in order to serve as examples to the student body. Staff are expected to work effectively and efficiently, employing best practices and application of appropriate tools and technology.

As Department Builders

Calvary University staff are expected to identify, develop, and maintain strategic partnerships with church and industry partners to help build the department and the greater Calvary community. Staff will participate in the development and evaluation of departmental operations and assessment of processes.

IV. REQUIREMENTS

Personal

Calvary University requires that all employees have a personal faith in Jesus Christ, demonstrate commitment to growth and maturity in Christ, agree unreservedly with Calvary University's statement of faith, and be active in a local church.

Interpersonal

Calvary University staff must demonstrate skill in communicating effectively and integrating into a team environment. Staff must demonstrate functional, organizational, and administrative skills requisite to their areas of responsibility. Staff must demonstrate capacity to build up and encourage colleagues as part of a larger team with a common mission.

Professional

Staff must hold any licenses, certifications, and/or registrations as required by the department area or field and demonstrate capabilities to perform responsibilities confidently, independently, and efficiently.

Required Qualifications:

- Bachelor's degree or actively pursuing a Bachelor's degree from Calvary.
- Proficiency using Microsoft productivity software.
- Ability to efficiently use CU's CRM database.
- Demonstrate excellent oral, written and interpersonal skills.
- Ability to work in a fast paced, multitasking professional business environment.

Preferred Qualifications:

- 2 years of sales experience
- Recruiting experience

V. ACCOUNTABILITY

Calvary University staff will report directly to their respective Director or Supervisor. Staff performance will be evaluated annually by the Director, based on the order of priority of responsibilities listed in Calvary University's Values.

VI. SUMMARY OF RESPONSIBILITIES

General Responsibilities

Admissions Counselors are responsible for providing a high level of direct, personal service to ensure successful admission and matriculation to Calvary University.

VII. KEY RESPONSIBILITIES

1. Recruit and counsel prospective students from leads through registration.
2. Arrange and conduct virtual and in-person presentations and visits to the University.
3. Attend assigned college fairs and recruiting events.
4. Interview prospective students.
5. Compile admissions files.
6. Evaluate and provide input on recruitment techniques and data.
7. Follow department policies and training.
8. Adhere to legal requirements in recruiting and information handling.
9. Accurately input data into Calvary's CRM database.

Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status

Revised December 2018