



Job Description

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **Lead 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 [Staff 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:	Lead Admissions Counselor
Reports To:	Director of Admissions
FLSA Status:	Full-time with benefits; Non-Exempt
Salary:	\$16 - \$18 per hour

Job Summary

The Lead Admissions Counselor is responsible for "driving the action" with targeted recruitment initiatives, developing, supervising, and training an admissions staff, and recruitment travel and events.

Job Responsibilities

- Assist the Director of Admissions with the design and execution of strategic recruitment initiatives
- Train and develop Admissions Counselors to perform their jobs successfully according to Calvary's policies and procedures
- Travel to and attend conferences and events and help manage leads and applications from prospective students
- Communicate clear instructions to team members
- Listen to team members' feedback
- Monitor team members' participation to ensure the training they are being provided is being put into use, and also to see if any additional training is needed
- Manage the flow of day-to-day operations
- Assist with hiring of Admissions Counselors
- Coordinate campus recruiting events including personal tours
- Work with parents or guardians of secondary education students
- Describe programs to persons who inquire from various lead generation sources
- Regularly follow up on previous contacts
- Converse with prospects from a strong Bible knowledge that agrees with the institutional doctrinal statement
- Analyze a variety of information sources provided by prospects
- Work with diverse populations
- Handle confidential and sensitive information
- Work flexible hours that include some evenings and weekends

Job Qualifications

1. Required Qualifications

- Deep, personal faith in Jesus Christ and unreserved agreement with the Calvary Statement of Faith and Positions
- Strong leadership skills with the ability to work autonomously and as a part of the admissions team.
- Skill and expertise in project management and effective communications in a complex organizational setting.
- Excellent written and oral communication skills. (Bilingual preferred.)
- Strong organizational and interpersonal skills and attention to detail.
- Ability to cold-call and carry on conversations with strangers over the phone.

2. Preferred Qualifications

- Education and experience in Admissions, Registrar, or Student Development.
- An understanding of higher education marketing (Bachelor's degree preferred.)

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