



## 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](mailto:humres@calvary.edu) or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

<b>Job Title:</b>	<b>Admissions Counselor</b>
FLSA Status:	Full-time, Non-Exempt
Reports to:	Lead Admissions Counselor
Salary Range:	\$16.00 - \$16.50 per hour

**Admissions Counselors** are responsible for providing personalized guidance and support to prospective students throughout the admissions process, helping them successfully navigate from initial inquiry through enrollment at Calvary University. This role plays a key part in advancing the University's mission by building meaningful relationships with students and families.

### Responsibilities

- Recruit, guide, and support prospective students and parents from initial inquiry through enrollment and the start of classes
- Plan and conduct engaging virtual and in-person presentations, campus visits, and informational sessions
- Represent the University at assigned college fairs, churches, schools, and recruiting events
- Conduct interviews with prospective students as needed
- Review, organize, and complete admissions files in a timely and accurate manner
- Track and evaluate recruitment activities and contribute ideas to improve outreach strategies
- Maintain accurate and up-to-date records in the University's CRM system
- Follow departmental policies, training, and best practices
- Ensure compliance with all applicable legal and ethical standards in student recruitment and data handling

### Qualifications

#### *Required Qualifications:*

- Proficiency with Microsoft Office or similar productivity tools

- Experience working with CRM systems and maintaining accurate data
- Excellent verbal, written, and interpersonal communication skills
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment
- A commitment to the mission and values of Calvary University is essential.

*Preferred Qualifications:*

- Bachelor's degree (completed or in progress)
- Familiarity with higher education, particularly within a faith-based environment
- Previous experience in sales, recruiting, or admissions (2+ years preferred)
- Demonstrated ability to build relationships and achieve goals

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

**Revised April 2026**