

Position Title: Admissions Recruiter

Department: CCU Admissions

FLSA: Exempt

Date Modified: 7/10/2018

Position Summary: The Admissions Recruiter is responsible for assisting prospective students (both Undergraduate and Graduate) through the admission and registration process to aid them with the start of their college career at CCU. The Admissions Recruiter reports to the Director of CCU Admissions.

Essential Functions:

- To be a consistent witness for Jesus Christ, maintaining a courteous Christ-like attitude in dealing with people within and outside Cincinnati Christian University and adhering to the standard of moral conduct & statement of faith and upholding CCU's ministry in prayer
- Recruit new students across all CCU schools by consistent marketing and sales efforts
- Counsel and assist students and parents as they proceed through the admissions process through personal visits, e-mail, and phone communication
- Recommend students for acceptance to the Director of Undergraduate Admissions based on the completion of the enrollment process
- Create and sustain successful partnerships with churches and their staff members, high school counselors, CCU alumni, and parachurch organizations within the assigned territory
- Plan and execute travel based upon territories, churches and prospective students approved by the Director of CCU Admissions
- Complete any data entry and mailings assigned
- Assist in the planning and executing of all Admissions events
- Promote the mission and image of CCU
- Coordinate university participation of staff and alumni for national and local college recruitment fairs

Other Duties:

- Perform other duties as assigned

Physical Demands:

- Must be able to sit, stand, walk and climb stairs

Work Environment:

- Noise level is moderate
- Frequent travel is required
- Office is very busy during peak recruiting cycle

Minimum Qualifications:

- Knowledge and understanding of and agreement with CCU's mission and philosophy of Christian education and purpose
- Previous sales experience preferred

- Excellent interpersonal, written and oral communication skills
- Demonstrate ability to work productively with diverse constituencies
- Intermediate computer/data management skills
- Strong organizational skills and attention to detail
- Highly self-motivated
- Valid Driver's License
- Bachelor's degree required
- Experience in customer service or marketing preferred
- Sensitivity to Christian ministry and commitment to school's historic mission and theology as founded in New Testament restoration principles

Abilities:

- Ability to work flexible hours including evenings and weekends.
- Capable of working in a busy, upbeat, team-oriented environment
- Ability to use independent judgment to manage and impart confidential information
- Ability to multi-task