

Dallas International University
Admissions Counselor
Job Description

DESCRIPTION

The Admissions Counselor coordinates with and assists the Director of Admissions in the admission of students into Dallas International University in a timely and efficient manner.

AUTHORITY

The Admissions Counselor is appointed by the Dean of Students and is responsible to the Director of Admissions. Areas of authority include processing applicants and other work as assigned by the Director of Recruiting.

RESPONSIBILITIES

- Communicate with applicants through the admission process.
- Process new applicant documents and verify that they have met requirements for admission.
- Review completed applications with the Admissions Committee weekly.
- Meet with prospective student visitors as needed.
- Process withdrawals, deferrals, postponements, and returns.
- Follow up with incoming students concerning post-acceptance paperwork, housing, financial aid, and miscellaneous questions.
- Link applicants with advisors as needed.
- Noting important details of new prospects, applicants, and current or returning students in the student information database.
- Thank the source of incoming students if known.
- Participate in orientation of students as needed.
- Attend Student Services meetings and other pertinent Faculty/Staff meetings.
- Other duties as delegated by the Director of Admissions.

SUPERVISORY RESPONSIBILITY

None

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Good communications skills – both written and verbal.
- Good computer skills
- Able to interpret and explain academic requirements.
- Clerical and record-keeping skills
- Friendly, able to interact with students well.

Education / Experience

- High school diploma required, Bachelor's degree preferred.
- Previous experience in admissions and/or recruitment preferred.
- Prior office experience preferred.