



## Admissions Counselor

Job Description

**DIVISION/DEPARTMENT:** Enrollment Management

**DATE TO BE FILLED:** Immediately

**SALARY:** Commensurate with Experience

### SUMMARY

The applicant performs duties to identify and recruit prospective students

### REQUIREMENTS

The applicant must have a bachelor's degree. The applicant must have strong interpersonal, written, and oral communication skills. The applicant must also have good computer skills (knowledge of PowerPoint software is a plus). Additionally, the applicant must have the ability to transport, lift, and carry bulky recruitment materials to remote sites while working alone. The applicant must possess a valid driver's license.

### RESPONSIBILITIES

- Review prospective student applications and interview prospective students.
- Follow up with students to verify any application issues, including discrepancies or missing information.
- Contact applicant references to verify information included on resumes, letters of recommendation, and applications.
- Works collaboratively with other admissions counselors to review applicants, make final admissions decisions, and send out admissions offers.
- Maintains accurate documentation of students' progress toward their goals and next steps in the college admissions process.
- Creates a resource-rich environment for students and teachers as it pertains to college readiness and educational and career planning.
- Collaborates with parents/guardians to assist students with educational planning.
- Maintains and disseminates information about standardized tests such as the PSAT, SAT, and ACT.

### ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff, and students have diverse social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN, with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill," the campus and historic town provide the perfect backdrop for fulfilling the mission to equip and inspire students for excellence and service in their communities and throughout the world.

**RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER**

### SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.