



Admissions and Financial Aid Counselor

Job Description: This professional position promotes Central Christian College of Kansas and supports its enrollment efforts by serving as the primary contact for prospective students, their parents, and other influencers. The successful candidate has leadership traits and the ability to multi-task in a face-paced environment through direct coordination within the enrollment team and across the campus. Key requirements include: taking initiative in project planning, ability to travel overnight, and intentionally build and nurture relationships with future students, parents, and others. This position also requires independent judgement in setting priorities and organizing work to accomplish results.

Reports to: Director of Admissions & Marketing

Position: Full-time (12 month), Exempt

Location: McPherson, KS

Essential Responsibilities:

1. Be fully informed as to the College's academic curriculum, student life, and campus expectations
2. Exercise discretion on which recruits to drop from consideration and those to recommend for admission
3. Work under limited supervision, with considerable latitude for use of initiative and independent judgement
4. Meet all monthly and yearly recruiting goals as set by the Administration
5. Maintain regular (weekly) phone contact with top prospects
6. Meet weekly and monthly contact goals
7. Regularly follow office procedures as established by the Director of Admissions & Marketing
8. Counsel students and their families regarding basic financial aid and college financing opportunities
9. Conduct home, high school, homeschool co-op, church visits, and college fairs through regular trips
10. Represent the department on various college committees

Required:

1. High school diploma; Bachelor's degree preferred
2. At least 1 year of Sales or other related experience
3. Ability to work and live within a culture which endorses a Biblical lifestyle
4. Self-motivated with a positive attitude
5. Time management and organizational skills
6. Possess a high level of energy and enthusiasm
7. Desire to learn and grow sales related skills
8. Ability to work under pressure in a fast paced environment
9. Ability to communicate effectively on a variety of platforms
10. Positive, outgoing personality

Please submit a resume, cover letter to Lizzie Caron, Director of Admissions & Marketing, at Elizabeth.Caron@centralchristian.edu.