

Sterling College

Working Hands. Working Minds.

POSITION DESCRIPTION

Admission Counselor

Admission Counselors at Sterling College are responsible for authentic and effective relationship building and communication with prospective students, their families, school counselors, and other external constituents. This position is fully focused on student recruitment, and is an essential part of a small and supportive Admission department that works to build a new incoming class of diverse, informed, and engaged Sterling students every fall and spring semester.

This position will work closely with the Dean of Admission to recruit new prospective students, guide applicants through to completion, and accompany each incoming student through their enrollment and arrival experiences. The Admission Counselor position will work creatively across the institution to foster meaningful connections between prospective students and the dynamic Sterling community. This position includes a significant amount of annual travel to recruitment events in key territories, as well as staffing of on-campus events such as Open Houses and Accepted Student Days.

Competitive candidates will have:

- Enthusiasm for the environmental stewardship mission of the College and for working with an undergraduate population.
- An ongoing and active commitment to serving an inclusive and multicultural educational community.
- An undergraduate or advanced degree, preferably in a field related to Sterling's curriculum
- A valid Driver's License and willingness to travel.
- Prior Enrollment Management experience (a plus, but not required)

Specific duties include, but are not limited to:

- Represent Sterling College to prospective students and their families, guidance counselors, independent consultants, and other external constituents.
- Develop and maintain connections with students in assigned caseload; counsel prospective students and their families regarding fit for Sterling, the sequence of the application process, and financial aid options.
- Conduct campus tours and present to groups as needed.
- Participate in the planning, coordination and execution of recruitment strategies, including on- and off-campus events, publications, direct mail campaigns, and email marketing.
- Travel to represent Sterling College at national, regional, and local college fairs, special events and high schools, primarily, but not limited to the fall and spring.
- Stay current with academic offerings, the financial aid process, campus events and college policies.
- Review admission files and recommend action.

- Be present at Sterling community events such as academic presentations, new student arrival days, weekly community meetings and annual celebrations.

Application Instructions

Position remains open until an appointment has been made. Candidates should send the following materials electronically Admission at admission@sterlingcollege.edu: cover letter, resume, and contact information for three references. References will not be contacted without candidate permission.