



Admissions Counselor

Franklin College has an opening in the Office of Admissions for an Admissions Counselor. The Admissions Counselor is responsible for recruiting prospective students, presenting information to students and families at high school visits and college fairs, reviewing applications and making admission decisions and scholarship recommendations, assisting with the planning of admission related events, and meeting annual enrollment goals for the assigned region. Additionally, each counselor coordinates special projects in our office; these may include but are not limited to assisting with publications and facilitating school counselor programs. This is a full-time, 12-month exempt position reporting to the Director of Admissions.

RESPONSIBILITIES

- Develop a prospect management plan
- Meet with and counsel prospective students and families
- May supervise student employees serving as admissions tour guides
- Conduct Franklin College tours for potential students and parents
- Travel to high schools and college fairs to meet with students, parents, school counselors and alumni
- Meet with candidates for admission and conduct group information sessions, both on and off campus
- Review admission files and recommend admission decision;
- Plan and conduct appropriate follow-up activities off-campus for prospects, parents, school counselors and alumni to meet enrollment goals
- Represent Franklin College at on and off-campus events and programs
- Plan and execute a travel plan in designated geographic areas
- Speak publicly to individuals, groups on and off campus
- Develop and maintain close working relationships with key secondary school constituents
- Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency
- Follow and abide by all safety rules and regulations.
- Regular attendance and timeliness.
- Other duties as needed or assigned.

QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred
- Previous admission experience and the ability to articulate the value of a liberal arts education are desirable
- Aptitude for building and maintaining relationships
- Strong written and oral communication
- Solid time management and organizational skills
- Willingness to work as part of a team
- High-energy level and the desire to work with persons of diverse backgrounds

- Must be willing to travel approximately 12-20 weeks per year and work evenings and weekends
- Proficiency with Microsoft Office Suite including Outlook
- Valid Motor Vehicle Driver's License and transportation required

APPLICATION PROCESS

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume, and contact information for three professional references via the application link [Franklin College Staff Application](#).

Contact Human Resources with additional questions.

Franklin College
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humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.