

CENTRAL CHRISTIAN COLLEGE

O F K A N S A S

Admissions & Financial Aid Counselor Job Description

Job Description: A twelve-month position with the primary objective of recruiting targeted students to Central Christian College of Kansas. Assist in developing and implementing appropriate strategies to meet individual and organizational recruiting goals. This includes the counseling of prospective students and their families about their college choice, promoting the College to the larger Central community and assisting in all related campus events. Familiarity with basic selling processes. Which include prospecting, qualifying, pre-approach, approach, sales presentation, overcoming objections and closing the sale.

Reports to: Director of Admissions & Marketing

Position: Hourly based on experience

Job Duties:

1. Be fully informed as to the College's academic curriculum, student life, and campus expectations.
2. Regularly follow office procedures as established by the Director of Admissions & Marketing.
3. This position will require some travel and will involve some evening and weekend work.
4. Meet all monthly and yearly recruiting goals as set by the Administration.
5. Maintain regular (weekly) phone contact with top prospects.
6. Desire to learn and grow sales related skills.
7. Meet weekly and monthly contact goals.
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 in selected areas.

Necessary Skills:

1. Sales experience preferred
2. Self-motivated with a positive attitude
3. Time management and organizational skills
4. Bachelor's degree preferred but not required
5. Possess a high level of energy and enthusiasm
6. Ability to work under pressure in a fast paced environment
7. Ability to work and live within a culture which endorses a Biblical lifestyle
8. Ability to adhere to communicate effectively on a variety of platforms
9. Spunky Personality

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

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. Therefore, the College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).

Christ-Centered Education for Character