

POSITION DESCRIPTION

Position Title: Admissions Recruiter/Counselor

Work Schedule: Full Time, 12 Months

Supervisor: Director of Enrollment

Recruitment & Relationship Building

- Recruit prospective students from assigned territories, including general, performing arts, and athletic populations
- Represent Tabor College at college fairs, churches, and recruitment events
- Build relationships with students, parents, pastors, counselors, coaches, and faculty
- Provide timely follow-up to inquiries and applications, maintaining strong communication
- Guide students and families through the admissions and financial aid process

Communication & Marketing

- Maintain knowledge of college programs, financial aid policies, and the Confession of Faith
 - Communicate Tabor's mission, values, and lifestyle covenant clearly and effectively
 - Use social media platforms (e.g., Twitter, Facebook, Instagram) to engage prospective students
 - Accurately log interactions and manage prospective student data
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Required Qualifications & Abilities

- Bachelor's degree required
- Experience in recruitment, higher education, or sales/marketing preferred
- Excellent communication, interpersonal, and organizational skills
- Ability to travel; valid driver's license required
- Has a demonstrable faith in Jesus Christ