

Admissions Representative

Founded in 1889, Missouri Valley College is a private, coeducational, career-oriented, liberal arts college with growing national and international outreach; a destination for students from nearly all fifty states and forty foreign countries. Known for its dynamic, richly diverse, and friendly educational environment, the College prepares students to succeed in a knowledge-based global society.

Missouri Valley College offers a Master of Arts in Community Counseling as well as baccalaureate degrees in over 30 majors including business, criminal justice, education, agribusiness, and nursing, just to name a few.

The Admissions Representative serves as an ambassador and primary recruiter for the College and is the first point of contact in the prospective student life cycle. Reporting to the Director of Admissions, this is a full-time, onsite position.

Essential Job Responsibilities:

- Serve as an ambassador and recruiter for MVC within an assigned territory
- Serve as the first point of contact in the prospect student life cycle
- Promote growth in undergraduate enrollment consistent with best practices in enrollment management and the College's mission, vision, and overall institutional strategic plan
- Accountable for managing and facilitating the prospect, applicant and new student life cycles, as assigned
- Exercise professional judgment and discretion in recommending admission for applicants who meet the academic requirements
- Schedule and conduct admissions visits
- Accurately and completely explain academic programs, expected outcomes and student services, (and in some situations discuss with parents or guardians)
- Partner with the Office of Financial Aid to monitor and explain the financial options available to each prospect and applicant
- Participate in appropriate recruitment and enrollment activities (on and off campus) including: open houses, webinars, regional presentations, training sessions, orientation programs, career panels, undergraduate fairs, workshops, etc
- Plan, organize, and execute special recruiting activities as needed
- Collaboratively manage all aspects of on campus admissions events, including but not limited to set up, coordination, logistics, and post event follow-up
- Plan and execute visits to in state and out of state community colleges and junior colleges, including maintaining contacts at each location as well as preparing materials and presentations
- Input and maintain student information and activities within student database systems
- Assist in the creation of admissions materials, including handouts, letters, forms, checklists, and email templates
- Maintain admissions enrollment progress reports
- Perform other duties as assigned

Required Education and Experience Qualifications

- Bachelor's degree
- 1 - 3 years of experience working in admissions, sales or other relevant experience
- Familiarity with FERPA regulations

Skills and Abilities

- Ability to prioritize work to meet various deadlines
- Commitment to a diverse student body and working environment
- Ability to work independently and collaboratively in a high volume office
- Strong commitment to continuous process improvement and customer service

Time and Travel

- Travel during the fall and spring recruitment seasons is mandatory
- Must have a valid driver's license
- Days and Schedule: 8:00 AM to 4:30 PM; M-F; some overnights, evenings, and weekends as required.

Physical Requirements:

- Lift and carry needed materials for college fairs and presentations, approximately 20 - 40 lbs
- Be able to stand for 1 to 2 hours while at a college fair

Instructions to Apply:

Resume should clearly illustrate how prior knowledge and experience meets the minimum and desired qualifications of this position

Please send cover letter and resume to Human Resources, hicksc@moval.edu

MVC does not pay for travel expenses associated with interviews, unless otherwise indicated