

JOB LISTING

Admissions Counselor

Position Available: Immediately

Posting Date: 07/24/2015

End Date: Open until filled

Maryland University of Integrative Health is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated practitioners in health and wellness through transformative and relationship-centered programs that draw from traditional wisdom and contemporary science. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. In our on-campus Natural Care Center and community outreach settings, we provide compassionate and affordable healthcare from student interns and professional practitioners, and deliver more than 35,000 clinical treatments and consultations each year.

MUIH is seeking an Admissions Counselor who is enthusiastic about building effective relationships with colleagues and prospective students in service of achieving University goals. Reporting to the Associate Director of Graduate Admissions, this full-time position offers challenging and rewarding work for a qualified and committed candidate. While most work is conducted during traditional business hours and during weekdays, this position requires some evening/weekend work as well as overnight travel.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Serve as an ambassador to the University and act as the first point of contact in the prospect student life cycle.
- Promote growth in graduate enrollment consistent with best practices in enrollment management and the University's mission, vision, and overall institutional strategic plan.
- Manage prospective student inquiries to achieve prompt contact and team performance activity goals, utilizing approved recruitment policies/efforts.
- Redirect unqualified candidates based upon their goals and the University's academic requirements.
- Schedule and conduct admissions visits, pursuing qualified candidates for enrollment and determining appropriateness of candidates for admission based upon professional goals.
- Accurately and completely explain academic programs, expected outcomes, student services, and financial options to students (and in some situations parents or guardians).
- Make independent judgments in locating and applying the most appropriate guidelines related to admissions' policies.
- Assess applicants to determine minimum qualifications for admission.
- Exercise professional judgment and discretion in admitting students who meet the academic requirements and recommend the admission or non-admission of students with academic profiles below admissions standards.
- Plan, organize, and execute special recruiting activities as assigned.
- Collaboratively manage all aspects of on campus admissions events, including but not limited to set up, coordination, logistics, and post event follow-up.

JOB LISTING

Admissions Counselor

continued (2 of 3)

- Participate in appropriate recruitment and enrollment activities (on and off campus) including: open houses, webinars, regional presentations, training sessions, orientation programs, career panels, graduate fairs, workshops, etc.
- Plan and execute visits to in state and out of state colleges and universities, including maintaining contacts at each location as well as preparing materials and presentations.
- Develop a broad understanding of MUIH, including its program offerings, available services, and overall structure.
- Build value in MUIH and its approach to learning through effective open, developmental, and closed ended questioning.
- Help plan and implement institutional and admissions marketing strategies, including planning publications and other communications that execute those strategies.
- Exercise professional judgment and initiative to make recommendations for continual process improvement within the Office of Graduate Admissions.
- Secure new inquiries by directly asking applicants to refer others who may have an interest in MUIH offerings.
- 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.
- Accurately forecast projected new students on a periodic basis.
- Assist other personnel and departments with data collection and problem solving.
- Assist department leaders with special projects.
- Perform other duties as assigned.

Qualifications

Required:

- Bachelor's degree
- 2+ years of customer service or sales experience
- Experience working in a higher education institution
- The ability to travel to remote locations and to load and transport admissions materials, displays, and other equipment
- Willingness to embrace the mission and values of Maryland University of Integrative Health
- Ability to work with a wide range of people and demonstrated commitment to diversity
- Ability to efficiently and effectively solve problems and initiate and implement projects independently
- Ability and willingness to maintain a positive attitude that will promote a healthy cultural climate in the Office of Graduate Admissions and a welcoming presence for prospects, applicants, students, and colleagues throughout the University
- Ability to organize, plan, and contribute ideas to evaluate and improve processes when needed and to work cooperatively within a team

JOB LISTING

Admissions Counselor **continued (3 of 3)**

- Ability to work efficiently, effectively, and independently and to organize workflow, set priorities, and thrive in a fast-paced environment
- Ability to learn new information quickly
- Flexibility in adapting to new processes
- Excellent verbal, writing and interpersonal skills for phone, in-person, and electronic communication
- Intermediate experience using Microsoft Office software and student information databases (such as Hobson's Radius)
- Stable job history and ability to work a flexible schedule
- Appreciation for the mission and values of MUIH

Preferred:

- Experience working in admissions/enrollment management in a higher education institution
- Experience coordinating programs
- Previous experience as a student ambassador, tour guide, resident assistant, orientation leader, or similar student involvement experience

To apply

Interested individuals should forward a letter of interest (listing desired salary) and resume to our Office of Human Enrichment at jobs@muih.edu, referencing "1529 – Admissions Counselor" in the subject line of the email.

Maryland University of Integrative Health is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. Equal Opportunity Employer