UNIVERSITY OF DALLAS

Transfer Counselor Job Number: 4712UD

Undergraduate Admission&Financial Aid Resources Date Posted: March 6 2018

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Transfer Counselor who will serve as the principal point of contact for prospective transfer students, the principal implementer of transfer recruitment efforts, and the initial liaison between prospective transfer students and academics. This individual will have the opportunity evaluate transfer credit, create degree plans for transfer students, and will have dual reporting to the admissions office and the Constantin dean's office.

PRIMARY RESPONSIBILITIES

- Nurture, build, and sustain ongoing professional relationships with prospective students and those who influence them to achieve assigned enrollment management objectives.
- Become familiar with transfer, international, and non-traditional student cultures and any distinctive aspects of the culture, including but not limited to sources of students, preferences of students, and sources of competition.
- Research the potential for travel and recruiting programs, develop a plan for off-campus activities to achieve enrollment management objectives most effectively, present this plan for the Director's approval, and then execute the approved plan within the approved budget.
- Cultivate alumni, parents, college counselors, and other constituencies to assist with the recruitment process.
- Regularly monitor the inquiry, prospect, application, and deposit numbers to focus on attaining assigned objectives.
- Ensure that all inbound and outbound communication with prospects and applicants is accurately recorded in an extremely timely manner within the appropriate software using office protocol.
- Evaluate applications for admission making each admit/deny decision using discretionary professional judgment about the applicant's academic preparation, academic work ethic, and fit for the academic programs at the University of Dallas.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.

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MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited university.
- Proficiency in MS Office Systems required (e.g., Word, Excel, PowerPoint).

PREFERRED QUALIFICATIONS

- 1-3 years admission experience.
- Experience with university administrative database such as Slate preferred.

ADDITIONAL INFORMATION

- The position requires travel to local community colleges and high schools, and the ability to work evenings and weekends, as needed for success of department goals.
- The work requires a valid Texas driver's license with a favorable driving record.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: https://hr.udallas.edu/apply/

The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.