

## ADMISSIONS COUNSELOR (MULTIPLE OPENINGS)

Would you like to work with a team that is dedicated to changing lives? Do you enjoy engaging others around an institution you are passionate about? Goucher College seeks qualified applicants for the position of admissions counselor. Reporting to the senior associate director of admissions, the admissions counselor will be responsible for managing an assigned geographic region, which includes application evaluation and related correspondence; meeting with campus visitors; traveling extensively and acting as the college liaison to secondary schools; and representing Goucher in wider recruitment settings. Located eight miles north of Baltimore, MD on a beautiful 287-acre campus, Goucher College is a national, selective liberal arts college of 1,500 undergraduate students. As the first traditional, liberal arts college in the country to require all undergraduate students to study abroad, Goucher is well known for its academic rigor, global perspective, and sense of community.

The admissions counselor will join a staff where enrollment goals are clearly shaped and related admissions programming is carefully executed. A passion for results and the ability to work both collaboratively and independently in a team-focused and heavily performance driven environment are essential. Successful candidates will have excellent organizational and communication skills, as well as a strong sense of judgment and integrity. A bachelor's degree is required, and preference will be given to students with degrees from residential four-year colleges. Preference will be given to candidates with a record of successful admissions experience, which may also include employment or volunteer work while an undergraduate student. Experience in sales, account management, and/or customer service experience with a proven track of success will also be considered, but only in combination with a working knowledge and experience of how residential colleges work. Bilingual communication skills and/or previous international recruiting experience a plus. Successful candidates must be able to work weekend and evening hours, have at least two years of driving experience on a state-issued license, and will be subject to a background check and driving records check as a condition of employment. Goucher College is committed to increasing the diversity of the campus community and seeks applications from those who share our commitment and would contribute to this effort.

Consideration of applications will begin immediately and will continue until the positions are filled. Interested applicants must apply online at <http://goucher.interviewexchange.com>

Please submit the following application materials online:

- Cover letter, with salary requirement
- Resume
- Contact information for three professional references

**Goucher College is an Equal Opportunity Employer.**