

Admissions Counselor
Lynchburg College, Lynchburg, Virginia

Lynchburg College is a private, independent, residential college located on 250 beautiful acres in central Virginia. The student body numbers 2,100 undergraduate and 650 graduate students from 38 states and 15 foreign countries. LC offers 39 undergraduate majors, 60 minors, 13 pre-professional programs, and 18 graduate degrees, including masters and doctoral programs and all are supported by a strong liberal arts foundation. Lynchburg is also one of 40 colleges included in *Colleges That Change Lives*.

Lynchburg College seeks a professional to join a successful enrollment team. The Admissions Counselor Position is a full-time, entry level assignment. Responsibilities of the admissions counselor include: plan, manage and execute recruitment strategies within a designated geographical market; requires extensive travel and extended work hours; conduct interviews and counsel families through the application and enrollment process; participate in admissions decision making and review of admission applications.

The successful candidate should be comfortable with computer software applications. Fall and Spring recruitment travel, excellent presentation/communication skills, strong interpersonal skills, and the ability to work independently and support a team effort is critical. A bachelor's degree and valid driver's license are required. To apply, please send cover letter, resume and a list of 3 references by July 28, 2017 to Personnel Services, Lynchburg College, 1501 Lakeside Drive, Lynchburg, VA 24501. FAX (434) 544-8658 or E-mail: Personnel@mail.lynchburg.edu