Allen College seeks to hire an Admissions Counselor

Posting ID # 190607

Allen College is seeking candidates for a full-time Admissions Representative beginning immediately. The Admissions Representative reports to the Associate Director of Admissions. This team member is responsible for promoting Allen College and recruiting students by connecting with prospective students through activities such as visiting high schools and college events, attending career fairs, arranging and leading campus tours, and initiating events to attract students to attend Allen College; assisting prospective students with the application process including advising them on pre-requisite coursework and admission requirements and following-up with prospective students regarding missing information or discrepancies; and working with the creative team to develop informational and marketing materials such as brochures/flyers and social media interactions.

In compliance with the Clery Act, Allen College publishes an Annual Security Report (ASR) containing three previous years of crime statistics, institutional policies concerning campus safety, and a fire safety report. The report is available at Allen-College-Annual-Security-Report.pdf. A paper copy is available upon request.

Qualifications

1. Associate degree or two years of relevant experience. Bachelor's degree preferred.
2. Preference given to those with experience in a college environment, recruitment, sales, or marketing.
3. Ability to prioritize work and function under specific instructions.
4. Effective communication skills and the ability to interact with others.
5. Able to manage large volumes of work with attention to accuracy and detail; able to work with interruptions and meet deadlines.
6. Ability to schedule, meet and maintain routines and deadlines and maintain integrity of records.
7. Ability to anticipate problems and bring forth solutions.

Allen College is an Equal Opportunity Employer.

Allen College was recognized by ModernThink ® and The Chronicle of Higher Education as a Great College to Work For in 2026. Allen College was given Honor Roll status and received recognition in several categories including job satisfaction and support; compensation and benefits; confidence in senior leadership; faculty and staff well-being; shared governance, and faculty experience.

For more information, contact:
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To apply:
Applicants can apply at https://careers-unitypoint.icims.com/jobs/intro?hashed=-435623200&mobile=false&width=1000&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300 and search for posting ID # 190607.