



Sweet Briar College is a liberal arts college for women of consequence, located in the foothills of Virginia's Blue Ridge Mountains approximately 12 miles north of Lynchburg and 54 miles south of Charlottesville. Founded in 1901, the College boasts a modern core curriculum focused on women's leadership in the 21st century and undergraduate programs in the arts, sciences and humanities, as well as a Master of Arts in Teaching. It is one of only two women's colleges in the United States with an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Admissions Counselor I

Classification: Exempt, full time

Reports To: Sr. Executive Director of Admissions Strategy and Counseling

Job Summary/Objective: Responsible for recruiting qualified applicants for admission to the school in accordance with state and federal accreditation and Sweet Briar policies and regulations

Position Type/Expected Work Hours: Standard office hours are Monday through Friday, 8:30 am to 5:00 pm. May work extended or non-standard hours based on project or business needs. Ability to work nights and weekends, and ability to travel for extended periods of time required.

Supervisory Responsibilities: None

Essential Responsibilities:

- Read, evaluate and make recommendations on undergraduate applications
- Respond to inquiries and provide accurate and timely information regarding admissions and campus policies and procedures in accordance with Sweet Briar's established messaging
- Conduct informational sessions for internal and external audiences (e.g., prospective applicants, their parents and high school guidance counselors)
- Manage assigned geographic territories to achieve enrollment targets
- Cultivate relationships with secondary or university personnel, professional organizations, students, parents and alumnae
- Coordinate onsite logistics for admission events
- Participate in appropriate recruitment and enrollment activities including: open houses, regional presentations, training sessions, orientation programs, career days, etc.
- Manage assigned travel including planning, booking travel and hotels, credit card use, reconciling receipts, etc.
- Track data in various campus software packages
- Assist in the administration of a specific projects and/or programs
- May assist in mentoring students, interns, and volunteers

Required Qualifications:

- Exemplary judgement and decision making skills
- Excellent written and verbal communication skills
- Strong interpersonal skills with staff, faculty, and student populations
- Superior organizational and problem resolution skills
- Goal oriented and highly ethical
- Positive attitude
- Ability to work both independently and collaboratively
- Strong expertise with Microsoft Office as well as field-related hardware and software packages and systems for reporting features
- Bachelor's Degree
- 6 months – 1-year customer service, marketing, sales or related higher education or similar experience
- Valid Driver's license and insurability
- Commitment to the mission of a women's college and sustained success of Sweet Briar College

Preferred Qualifications:

- Experience in higher education role (ie. Admissions, Career Services, Student Life)
- Knowledge or experience of Banner and Slate systems

Work Environment: Primarily indoor, office environment or similar setting, but outdoor work may also be required for events and projects.

Physical Demands: While performing the duties of this job, the employee is regularly required to communicate professionally in person, over the telephone, through email and other electronic means; travel and work college fairs including moving and setting up a recruitment table with brochures and other materials; and use a computer and other types of media and equipment. Extensive computer work and extended periods of sitting/standing may be required. Ability to lift, carry, push and pull objects up to 20+ lbs.

Travel: Local and overnight travel 25 – 30% of the time.

Deadline for Submission: Review of applications will begin immediately and continue until the position is filled.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a [Sweet Briar College employment application](#), cover letter, résumé and three professional references admissions1@sbcc.edu.