



Admissions Counselor/Marketing Coordinator

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our Admissions Counselor/Marketing Coordinator. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed Staff Application to Calvary University at humres@calvary.edu or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

Job Title: Admissions Counselor/Marketing Coordinator
Department: Admissions
Reports To: Lead Admissions Counselor
FLSA Status: Part-time, Non-exempt

Job Summary

The Admissions Counselor is responsible for the admissions marketing and clear communication of Calvary University to all prospective students via social media and any predetermined Calvary database.

Job Responsibilities

1. Utilize a range of communication channels (phone, email, social media) to engage with prospective students.
2. Adhere to scheduled communication plans to maintain regular contact with prospective students.
3. Manage and maintain accurate records of assigned prospects in Populi.
4. Conduct cold-calls and carry on conversations with professionalism and effectiveness.
5. Consistently document efforts in Populi. (scheduling follow-up call-backs, emails, tours, letters, etc.)
6. Regulate all admission's social media accounts under supervision of the Director of Admissions.
7. Create and schedule weekly social media posts under the guidance of the Director of Admissions.
8. Perform additional duties as assigned by the Director of Admissions and Lead Admissions Counselor, ensuring positive representation of Calvary University.

Job Qualifications

1. Effective communication skills, both written and verbal
2. Ability to collaborate as a team player while also working independently
3. Possess basic database, social media, and computer skills, including Microsoft Office
4. Detail-oriented, accurate, and able to multitask efficiently
5. Comfortable communicating with individuals through various mediums, including written, verbal, and digital formats