

## **Job Description**

**Position** Admissions Counselor

**Reports Directly to** Director of Enrollment

### **Primary Function/Purpose**

BBC exists for the primary purpose of preparing men and women to pursue selective ministry careers for which the Bible major is foundational or essential. In order to fulfill that mission, the Enrollment Services team exists to identify, recruit and enroll students who embody the mission of the school.

It is the task of the Admissions Counselor to communicate the mission of BBC to potential students, their parents, and other people of influence, in local churches, schools, homes, college fairs, camps, conferences, retreats, and other appropriate places in an effort to recruit qualified potential students from a specific geographical/zip code based territory.

### **Duties and Responsibilities**

1. To seek out, pursue, and schedule speaking and presentation opportunities in churches, youth ministry settings, homes, Christian school chapels, and camps in coordination with other members of the recruitment team (Admissions Counselors, Tele-Counselors)
2. To be ready and available to accept invitations for speaking and presentation opportunities that relate to the purpose of Enrollment Services
3. To study and prepare messages, Bible studies, devotionals, presentations, etc. for use in speaking, ministry, and recruitment opportunities
4. To represent BBC at college fairs as assigned in coordination with other members of the recruitment team
5. To identify and research within an assigned territory:
  - a. Qualified potential students
  - b. Competing colleges and universities
  - c. Alumni base
  - d. New markets for recruitment
  - e. Financial Aid factors
6. To follow up inquiries, leads, and applicants (phone, email, personal notes, etc.) as necessary to achieve territory goals – making sure that applicants and leads are given the highest priority in data entry and marked for immediate follow-up
7. To read through each applicant's file for the purpose of knowing the applicant as thoroughly as possible

8. To possess a working knowledge of each applicant's progress through the enrollment process by working closely with the Admissions Assistant, Campus Visit Coordinator, Registrar, and Office for Student Financial Services
9. To develop and cultivate new and existing relationships with churches, schools, camps, etc. and people within those institutions/organizations (pastors/youth pastors, school administrators, teachers, coaches, etc.) so as to increase the inquiry base
10. To meet with prospective students, applicants, and parents when they visit campus
11. To maintain a "hot list" of at least 50 potential students (leads and applicants) and to visit in the homes of those who are the highest priority when traveling in that area
12. To be personally involved in on and off campus recruitment events and functions (College Days, Choir Fest, Academic Focus Days, Teen Leadership Conference, Recruitment-in-a-Box, Alumni gatherings, etc.), making sure that prospective students experience or understand as much of what BBC has to offer as possible

### **Office and Travel Expectations**

1. Each Admissions Counselor is expected to travel as much as necessary to achieve individual inquiry, application, deposit, and new student goals with an emphasis on the heaviest recruitment months (excluding December and January). Travel expectations should be guided by the following criteria:
  - a. 50-60 overnights per year
  - b. 10-14 days per month with careful consideration being given to combining overnights with days on the "road"
  - c. 3-4 contacts, visits, churches, schools, events, etc. should be made per day on the road
  - d. Some counselors may have a territory that will require more phone and e-mail communication than travel
2. Each Admissions Counselor is expected to be in the office on a weekly basis; that time should be guided by the following criteria:
  - a. 1-2 days per week; one day per week will be an assigned for the purpose of meeting with prospective students and parents
  - b. Calling during the evening is a "given" and must be done on or off the road as much as necessary to achieve individual goals. It is suggested that a daily schedule of 10:00 am - 7:00 pm would make the best use of time in the office.

### **Qualifications**

1. Maintains a dynamic, consistent, and growing relationship with Jesus Christ
2. Is characterized in every aspect of life and ministry by purity, integrity, and self-control
3. Commitment to and understanding of the mission, philosophy, and doctrinal statement of Baptist Bible College & Seminary and is able to communicate such through personal contacts and speaking opportunities

4. Has a working knowledge and understanding of BBC's constituencies
5. Possesses strong preaching and/or communication skills, strong relational skills, is organized, self-disciplined, able to think on his/her feet, and doesn't require constant direction or supervision
6. Is self-motivated or known as a self-starter
7. Is a graduate of Baptist Bible College and/or Seminary or possesses a similar academic background
8. Is able to operate within the department budget guidelines
9. Is completely committed to the relationally based admissions and recruitment philosophy that is uniquely Baptist Bible College.
10. Maintains a good appearance

**Approvals**

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Vice President for Enrollment & External Relations

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Date

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Director of Enrollment

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Date