



Admissions Representative

About Erskine College

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

Description

The Admissions Representative is an enthusiastic, dedicated, team-oriented person. The Admissions Representative is responsible for various tasks and processes within the Office of Admissions. The ideal candidate is results-driven, self-motivated, persistent, and creative with strong interpersonal skills. This position reports to the Senior Director of Enrollment.

Responsibilities

- Evaluate and process international application files.
- Attend occasional on-campus recruitment events on nights and weekends. Work flexible hours occasionally throughout the recruitment cycle.
- Meet with prospective students and their families when they are visiting campus.
- Help coordinate, plan, and continuously improve campus visit experiences.
- Occasionally travel to high schools, college fairs, and other recruiting events throughout the admissions cycle.
- Develop a communication flow where prospective students and their families are regularly contacted as they move through various stages of the admissions funnel. Contact will be conducted by phone, email, text, and mail.
- At Erskine, staff will use their positions as opportunities to minister to students and others regarding the saving grace of Jesus.
- Other duties as assigned.

Qualifications

- Possess the ability to understand and embrace Erskine's authentically Christian mission and share it within the duties of the position. Therefore, candidates who seek employment at Erskine College must be professing Christians who are committed to exploring the intersection of faith and learning with students.
- Excellent verbal and written communication skills, ability to work well within a team, creativity, and good organizational skills are required.
- Strong interpersonal skills and the ability to connect, motivate, and inspire people are essential.
- The ability to lift/manipulate items up to 50 pounds.

- Recruiting/sales experience is preferred.
- Candidates should possess at least a bachelor's degree, valid driver's license, and strong computer skills in Microsoft Office, including Word, Excel, and PowerPoint.

Application Process

- To ensure full consideration, interested candidates should complete the [online application](#). The online application includes a link to upload a letter of application, a resume, and a list of references.