



Admissions Counselor

Location: Donnelly College, Kansas City, Kansas

Full/Part Time: Full-Time

Exempt/Non-Exempt: Non-Exempt

Position Reports to: Director of Admissions

About Donnelly College

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on “those who might not otherwise be served.” Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region’s only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff, and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor’s and associate degrees and certificates. To find out more, please visit www.donnelly.edu.

Job Summary

The Admissions Counselor is responsible for establishing relationships through direct outreach efforts with area K-12 schools, businesses, church, and civic organizations to promote Donnelly College as well as conducting daily recruitment calls to prospective students. The position is responsible for presentations covering financial aid and the admissions process. Additionally, this position is well versed in the college data system and provides high-quality customer service while working a schedule that includes evenings and occasional weekends. Must be able to pass background check and complete Virtus training.

Responsibilities

- Demonstrates knowledge and ability to recruit for all Donnelly college programs.
- Establish relationships at all assigned high schools to recruit students.
- Provide campus tours to the public and prospective students.
- Conduct daily recruitment calls to prospective students as well as parents/guardians and submit weekly reports detailing results of calls.
- Collaborate with supervisor in developing recruitment materials.
- Conduct weekly visits to area businesses and high schools to deliver and market Donnelly College student recruitment materials.
- Meet with and present to local church, government, social as well as any other entity desiring and/or in need of college enrollment and financial aid information.
- Present workshops to local parents and students covering financial aid, ACT test preparation and admissions processes.
- Establish and maintain professional relationships with community leaders.
- Effectively participate in the college enrollment/registration process.
- Learn and maintain the Student Information System.
- Participate in college committees, as assigned by supervisor.
- Meet with and assist the various student body groups at Donnelly in order assist student recruitment activities.
- Additional duties as assigned by the Director of Admissions.

Qualifications

- Minimum bachelor's degree.
- Ability to work on-site, face to face.
- Ability to work a flexible schedule including some evenings and weekends.
- Experience using Microsoft Office.
- Excellent written and verbal communication skills.
- Ability to drive with own transportation for local travel.
- Ability to effectively manage time and work independently.
- Bilingual English & Spanish preferred
- Committed to diversity and serving a diverse population.
- Philosophically aligned with the mission and values of the College.
- Practicing Roman Catholic preferred or able to support Catholic identity.
 - For more information on Catholic identity please use the link <https://www.donnelly.edu/staff/careers> > Click "Questions" and review the article "Catholic Teaching on Special Issues of Concern"

Pay Rate

- Pay range is \$32,000 - \$36,000 annually.

How to Apply

Please email the following to hr@donnelly.edu with your last name and the job title in the subject line.

- Cover Letter
 - How do you understand the Donnelly College mission and how would you contribute to it (see link below).
- Resume reflecting education and professional background
- Names and contact information of three professional references
- [Donnelly College's mission, vision, and value](#)