



Martin Luther College

Position Description: Admission Counselor

POSITION OVERVIEW

The Admission Counselor recruits, advises, encourages, and guides prospective candidates for the public ministry of the gospel as they pursue necessary training at Martin Luther College—the WELS College of Ministry. The Admission Counselor assists the Admission Director and works together with the Admission team in matters pertaining to recruitment, admission, and enrollment plans and processes. While working primarily with young people, the Admission Counselor also serves as an admission representative and MLC resource person to the WELS constituency.

POSITION FUNCTIONS

The Admission Counselor

- assists in developing and employing effective strategies for the encouragement, recruitment and enrollment of prospective students for Martin Luther College.
- will gain a detailed knowledge of MLC academic programs, student life policies, financial aid information and co-curricular opportunities.
- communicates with candidates through various means and media, providing information, offering advice, and giving encouragement to young people as they make important college decisions.
- assists in developing, producing, and distributing recruitment materials.
- assists in evaluating and responding to admission inquiries and, if needed, assists with the inquiries of transfer and non-traditional students.
- plans and coordinates with the admission office visits to WELS high schools and to individual WELS candidates, for the purpose of personal counseling, small group meetings, and classroom presentations about training for the public ministry of the gospel.
- actively participates in a “ministry of presence,” being visible and present at extra-curricular activities in which high school candidates are participating.
- establishes and maintains positive relationships with faculty and staff at WELS high schools and also with the parents of prospective students.
- assists the admission office in maintaining a database of ministry candidates, providing pertinent information about candidates and contact history.
- makes presentations to WELS grade schools, congregations, and other groups and organizations upon request.
- assists the MLC Public Relations Office in visiting and reporting at various conferences and meetings in WELS.
- provides appropriate support materials to congregations, schools, and individuals for the purpose of providing motivation, information, and encouragement.
- assists the Admission Director where and when needed with campus visits, providing tours, sponsoring activities, making presentations, etc.
- attends admission staff meetings, MLC faculty/advisor meetings, and MLC committee meetings as assigned.
- assists in planning the new student orientation each fall.

QUALIFICATIONS AND CORE COMPETENCIES

The Admission Counselor must

- have experience or training as a WELS teacher, staff minister, or pastor
- possess strong interpersonal communication skills
- possess an ability to assess the aptness and potential of prospective students
- possess strong writing and speaking skills
- have strong organizational skills along with the ability to manage his or her own schedule and accomplish the work assigned
- have a friendly, outgoing, positive demeanor
- possess both a strong ability to listen and a strong ability to speak
- possess an appropriate flexibility

ADMINISTRATIVE OVERSIGHT

The Admission Counselor reports to the Admission Director.

COMPENSATION

As a called member of the faculty, the Admission Counselor receives salary and benefits per synod salary matrix. The Admission Counselor position is a 1.0 FTE position.