



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Admission Counselor  
**Job Class:** Support Staff  
**Department:** Office of Admission  
**FLSA status:** Full-time/Non-Exempt/12-months  
**Reports to:** Assistant Director of Admission

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu) addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

**For an Otterbein Employment Application or more information:** Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

**BENEFITS** at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

**ABOUT OTTERBEIN UNIVERSITY:** Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities

**SUMMARY:** Under the general supervision of the Assistant Director of Admission, this position will be responsible for representing the university to prospective high school students and their families. Responsibilities include counseling prospective students and their families, assisting with outreach activities, and managing an assigned recruitment territory.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

**(60%) Serves as primary territory manager for an assigned recruitment territory.** Recruiting responsibilities will include 6-8 weeks of travel per year. Travel will be required and will be particularly heavy in the spring and fall seasons. Maintain frequent contact and relationships with prospective students, parents, and other constituent groups through e-mail, phone calls, and social media. Attend

select on-campus large visit programs throughout the year. Present to prospective students during daily campus visits.

**(25%) Serves as the lead within the department on a special project.** Responsibilities could entail helping execute special programming within the admission office and/or acting as a liaison to another internal department on campus.

**(10%) Assist with daily presentations, inbound phone calls, and appointments for prospective undergraduate students.** Follow up with families as needed.

**( 5%) other duties as assigned;**

**Reporting Relationships:**

**Direction Received:** Reports to Assistant Director

**Direction Given:** Student employees

**Minimum Requirements:** Bachelor's degree required. Ability to work with diverse student populations desired. Previous experience working with high school or college students desired. Must have ability and willingness to travel. Understanding of the university admission process desired. Must have strong customer service skills and be able to establish and maintain effective working relationships. Leadership and project management experience desired.

**Knowledge, Skills and Abilities:** Competency in oral and written English (including proper English grammar). Competency in basic math. Must possess the ability to use general office equipment including office PC. Must be able to travel extensively throughout the state of Ohio with particular emphasis in one geographic area with some travel out-of-state; must be able to spend prolonged periods of time working out of an office PC; [must be able to see to process work that the position is responsible for completing;] must be able to work under deadlines and with interruptions. Must be able to meet regular and predictable attendance standards.

**Core Competencies:** Able to work will with diverse staff, faculty, students, business leaders, community members and other influencers; gains trust and respect of team members by demonstrating commitment to getting the job done while achieving results; actively participates in discussions, asks questions, and offers thoughtful insight and feedback; looks for opportunities to improve and reinvent processes that are dated; considers and understands their role and purpose in the broader context of the university; demonstrates professional basics of transparency, honesty, and clarity of thought when interacting with others in oral or written communication; ensures that one's work, as well as others, are complete and accurate while being prepared for daily work schedules and commitment; demonstrates openness and flexibility when dealing with others and promotes cooperation and a welcoming environment for all; takes personal responsibility for the quality and timeliness of work, management of resources, prioritization and achieves results with little oversight

**Certificates, Licenses, Registrations:** Valid State of Ohio Driver's License required;

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to spend prolonged periods of time working on an office PC; able to reach, lift to 40 pounds, travel to and transport materials to off-site locations; travel throughout the office to use other office equipment; must be able to effectively communicate with co-workers and other constituencies; must be able to effectively design, process and present work essential to completing responsibilities of the position; must be able to work under deadlines with constant interruptions. Must be able to meet regular and predictable attendance standards; must be able to work at least one evening per week.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting and occasionally in off-site locations.

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar level of difficulty.*

**Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission.**

**Inquiries or complaints regarding any form of discrimination or harassment may be directed to:**

**Scott Fitzgerald**  
**Director of Human Resources**  
[614.823.1130](tel:614.823.1130)