



501 East 38<sup>th</sup>  
Full/Part Time: Full-Time  
Classification: nonexemp  
Closes: Open Until Filled

## SUMMARY

Mercyhurst University is seeking an Admissions Counselor to join a dynamic and energetic Office of Undergraduate Admissions team. The ideal candidate will be hard-working, well-spoken, motivated, dedicated, and will possess a strong desire to succeed.

## DUTIES AND RESPONSIBILITIES

- x Application review and scholarship consideration.
- x Develop and maintain individual recruitment files/records.
- x Telemarketing and social media initiatives with prospective students.
- x Assisting prospective students with admission and financial aid.
- x Awarding of financial aid to prospective students.
- x Participate in recruitment events as needed.
- x Independent management of

