

ADMISSIONS COUNSELOR

Franklin University Switzerland seeks an Admissions Counselor.

Under the directions of the Dean of Admissions and Enrollment Management, the Admissions Counselor is responsible for developing a recruitment plan for the fall and spring semesters (on campus and off campus outreach) and ensures appropriate administrative operations in the Lugano Office.

The Admissions Counselor works in coordination with fellow team members, including the Franklin U.S. Office, in servicing inquiries, finalizing applications and recommending admissions decisions. The counselor is responsible for coordinating admissions operations and implementing the strategic plan for their region.

This position reports directly to the Dean of Admissions and Enrollment Management.

Responsibilities:

- Organize campus visits and events (e.g. counselor visit programs, open house, Master Info Days) for prospective students, families and education advisors;
 - Develop and implement prospective student direct mailing campaigns and follow up with correspondence as required with resulting inquiries;
 - Prepare and implement a recruitment travel schedule to include school visits, fairs and interview sessions (short recruitment trips to participate in fairs and school visits– on average 4-6 weeks per year);
 - Monitor expense reports (double check receipts) before submitting to the Dean of Admissions and Enrollment Management for final review;
 - Follow up with leads/inquiries/apps in progress/admitted students ensuring conversion into matriculated students (both Graduate and Undergraduate);
 - Prepare summaries and expense reports for all recruitment and events (incl. school visits, conferences, fairs, events, etc.);
 - Review applicant files (Graduate and Undergraduate) in an assigned area;
 - Develop and implement programs such as online webinars to support prospective students and families;
 - Maintain the applicant and inquiry databases, Slate and Powercampus;
 - Monitor the non-US applicant files, export lists from the databases; update the students' status in Slate following Committee review, set the Admissions decisions and release the admit/deny letters for all applicants;
 - Monitor all information email and correspondence with students and parents in cooperation with the US Office;
 - Assist in planning and coordinating major admissions projects including the Academic Summit, Open House, Counselor Visiting programs, etc.;
 - Oversee admissions appointments, organizing the necessary meetings in University facilities and coordinating the participation of current students in showing residences and meeting with prospective applicants;
 - Handle all telephone inquiries;
 - Take a regular inventory of supplies and printed materials;
 - Serve as a liaison with colleagues and eventually Swiss Embassies to facilitate the student visa application process;
 - Coordinate summer visiting students' applications and course selection;
 - Perform other duties as assigned, consistent with this position, the department's goals and the University's mission.
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Knowledge, Skills &
Qualifications:

- Bachelor's degree required
- At least two years of professional experience in the field of higher education admissions and student recruitment or related field
- Excellent mastery of the English language. Good knowledge of Italian (B2). Working knowledge of another language preferred.
- Candidates must possess strong written, oral, and interpersonal communications skills
- Must work simultaneously with multiple projects, deadlines, and departments
- Demonstrated ability to work with and recruit students of diverse backgrounds
- Ability to work collaboratively with other team members across physical distances and time zones
- Flexibility and initiative, as well as the ability to work independently with little supervision, combined with the skills for thriving in a team environment to achieve institutional goals
- Ability to work evenings and weekends as needed
- Strong work ethic, results-oriented, and proactive with excellent teamwork and friendly disposition
- Able to work in a high energy, fast-paced environment

About Franklin:

Franklin University Switzerland is a private, independent University recognized and accredited in Switzerland and the United States. It offers a unique and innovative approach to Liberal Arts education, characterized by an emphasis on international exposure and experiential learning in a diverse environment and a unique semiannual program of credit-bearing, faculty-led international travel.

How to Apply

Applications should include a letter of interest, a CV, and the names and contact addresses for three referees.

Please apply electronically to acsearch@fus.edu
Applications will be reviewed upon submission.

Anticipated start date: November 2019.

Please note that due to Swiss visa and work permit regulations, applications from Swiss or EU nationals will be given priority in the evaluation process.

Franklin University Switzerland is an Equal Opportunity Employer.