**Admissions Counselor - US Regional Representative**

The Admissions Counselor is based in the United States as a regional representative, working from a home office.

**Overall Responsibilities:**

- In coordination with the Director of Admissions in Switzerland and fellow US based Regionals, the Admissions Counselor will develop and implement a strategic recruitment plan for the Admissions cycle. Admissions Counselor responsibilities include traditional undergraduate recruitment, high school summer program promotion and recruitment, and assisting study abroad, foundation, and gap year program students through the application and enrollment process. Team members may also be asked to support questions related to our graduate and our upper level study abroad programs. The Admissions Counselor is responsible for servicing all inquiries, finalizing applications and recommending admissions decisions for their region. The counselor will also organize off-campus events to promote the institutions.

**Key Areas of Responsibility:**

- Represent the University to prospective students and their families in various regions within the US
- Prepare and implement a fall and spring travel schedule to include individual high school visits, and college fairs/nights
- Organize and conduct individual interviews with students as well as organize regional group information sessions for students, parents and high school counselors
- Join and participate in regional admission associations to strengthen the university name and further foster relationships
- Utilize our alumni, in cooperation with our Alumni Relations office and the Admissions office to support the university’s recruitment efforts
- Provide report evaluations after Fall & Spring travel seasons of school visits, conferences, college fairs etc.; Submit expense reports for all travel
- Counsel, interview and provide information to prospective students including the application process
- Develop and maintain relationships with school counselors and education advisors
- Completing application review including writing assessments, interview reports and second reads in a timely manner
- Involves event management; planning, organizing and assisting with info sessions, admitted student receptions and counselor campus visit programs
- Extensive travel, evening and weekend work required
Qualifications:

- Bachelor's Degree from an accredited university
- 2 years of experience minimum in a U.S. university admissions office
- Experience working independently as an off-campus “regional” admissions counselor preferred
- A previous international educational experience
- Strong verbal and written communication skills
- Comfortable with public speaking, confidence in interpersonal networking and the ability to relate to individuals from a variety of backgrounds
- Proficiency in working with admissions and financial aid software such as Slate and Powerfaids, in addition to basic Microsoft office products
- Previous recruitment travel experience
- Fluency in several other languages will be considered a plus
- Must be able to work independently and eager to work as part of a high energy team

About Franklin:
Franklin University Switzerland is a private, residential, four-year, US and Swiss accredited university located in Lugano, Switzerland, the principal city of Switzerland's southernmost Italian-speaking canton of Ticino. An American liberal arts institution in an international environment, Franklin is fully accredited as a university in the United States by the Commission on Higher Education of the Middle States Association of Colleges and Schools, and in Switzerland by the Swiss University Conference. Franklin places emphasis on cross-cultural perspectives. A commitment to courses of study that are international in perspective and cross-cultural in content has been the cornerstone of the education mission since its founding in 1969.

Special Note

For candidates interested in a position in the US, priority will be given to US citizens or permanent residents of the US. Applicants from all parts of the US are welcomed to apply. Territories for representation will be determined at a later point for the upcoming admissions cycle.

How to Apply

This position begins in January and the review of applications is ongoing. Interested candidates should send a letter of application with their résumé by email to: acsearch@fus.edu.