**Admissions Counselor**

**Job Summary**:

The Admissions Counselor is responsible for outreach, recruitment and counseling of prospective students enrolling at Bethel College in North Newton Kansas.  Responsibilities include representing Bethel College at college fairs, high school visits, and other on and off campus activities. The Admissions Counselor will maintain communication with prospective students and families, review admissions applications, coordinate recruitment events, establish and foster relationships with high school counselors, and provide broad admissions, financial aid and academic advising services.  In-state and out-of-state travel as well as the ability to work some evenings and weekends is required.  The Admissions Counselor position is an on-campus, in-person, full-time staff role.  For a complete job description, please see our website at: <https://www.bethelks.edu/about/who-we-are/career-opportunities>.