Position Title: Admissions Counselor
Department: Admissions
Reports To: Director of Admissions
Classification: Non-Exempt
Employment Status: Full-Time (40 hours per week)
Office Hours: Monday—Thursday, 8:00 a.m.- 4:30 p.m., Fridays: Remote work as needed, 8:00 a.m.- 4:30 p.m. and/or Recruiting Schedule as required.

Description: The Admissions Counselor supports the Admissions team by recruiting prospective students, managing communication throughout the admissions and enrollment process, and representing Criswell College at on-campus and off-campus events. This role engages with prospective students through phone, email, text, campus visits, and social media, while articulating the mission, academic programs, and student life of Criswell College. The Admissions Counselor also participates in Preview Day events, and campus activities that support enrollment efforts.

Start Date: November 30, 2026

Essential Responsibilities

- Manage a recruitment territory and conduct outreach to prospective high school, transfer, and adult students.
- Maintain communication via phone calls, email, text, mail, and social media to nurture prospective and applied students and track all interactions.
- Represent Criswell College at local and regional recruitment events, including college fairs, churches, schools, and conferences. Occasional domestic travel required.
- Build relationships with students, parents, counselors, pastors, and community partners.
- Explain Criswell's admissions process, academic programs, campus life, and financial aid opportunities.
- Review and evaluate admissions applications and required documents.
- Maintain up-to-date records on inquiries, applicants, and accepted students in the CRM (Element 451).
- Assist in planning and executing recruitment initiatives and special projects assigned by the Director of Admissions. Prepare routine reports related to recruitment activity, conversion progress, projections, events, and expenses.
- Collaborate with campus offices to support the enrollment process.
- Assist with planning and coordinating recruitment and on-campus events.
- Model Christlike leadership, professionalism, and hospitality toward students, families, and colleagues.

Qualifications

- A bachelor's degree in a relevant field is preferred; however, an associate degree from an accredited institution will be accepted.
- Experience in higher education admissions, counseling, sales/marketing, or related field is preferred.
- Strong work ethic, administrative skills, and commitment to the mission and ministry of Criswell College.
- Willingness to travel for strategic events and partnership development and work occasionally evenings or weekends for events.
- Strong organizational, project management, and event-coordination skills.
- Excellent written and verbal communication abilities.
- Ability to manage multiple tasks simultaneously and meet deadlines.
- Strong interpersonal and relationship-building skills.
- Ability to work collaboratively across departments.
- Commitment to the mission and values of Criswell College.
- Proficiency with Microsoft Office, CRM systems, email platforms, and event management tools.

Contact:
Interested applicants should submit a resume and cover letter to:

Héctor Carías, Director of Admissions
Email: hcarias@criswell.edu
Phone: (214) 818-1351