

# Pacific Union College

## Job Description

|                     |   |                   |                   |
|---------------------|---|-------------------|-------------------|
| Position Title:     | <b>Enrollment Counselor – Part Time</b> | Exemption Status: | <b>Non-Exempt</b> |
| EEO Classification: | <b>3- Professional</b>                  | Job Code:         | <b>21-1012</b>    |
| Department:         | <b>Admissions</b>                       | Position ID:      | <b>70510ECPT</b>  |
| Reports To:         | <b>Director of Admissions</b>           | Wage Scale:       | <b>I-D</b>        |
| ID                  | <b>6/25/2026</b>                        |                   |                   |

### STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

- Teamwork:** A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
- Integrity:** A necessary component for cultivating trust and mutual empowerment within our community.
- Professionalism:** A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
- Service:** A value and action rooted in our spiritual heritage.

### JOB SUMMARY

The Part-Time Enrollment Counselor serves as a representative of the college, leading outreach and recruitment efforts to support enrollment goals. This role plans and delivers presentations at schools and community events, builds relationships with prospective students, families, and counselors, and provides guidance on admissions, academic programs, and financial aid opportunities. The position contributes to the execution of recruitment strategies and requires regular travel, along with participation in events, conferences, and other assigned activities.

### ESSENTIAL FUNCTIONS

- Serve as the college representative and act as liaison with an assigned group or school.
- Plans and execute presentations in high schools, community colleges, college fairs, community programs and other special events.
- Assists with on- and off-campus recruitment as needed.
- Assists in the development, implementation, and evaluation of effective recruitment strategies and tactics in order to meet designated enrollment goals.
- Develop relationships with prospective students and their families, counselors, and other key constituents.
- Advises and counsel prospective students and families on the educational opportunities at the college, admission criteria, policies and procedures, and academic and scholarship programs.
- Extensive travel within California and other states; attend conferences and/or workshops upon request; other duties as assign

**EDUCATION**

Bachelor's degree in a related field

**LICENSE/CERTIFICATION**

**N/A**

**QUALIFICATIONS**

- Prior experience in student recruitment preferred
- Strong ability to engage and connect with high school students, parents, high school personnel, transfer students, and adult learners.
- Strong interpersonal skills and the ability to communicate effectively in both writing and public speaking (bilingual preferred).
- Strong organizational skills.
- Able to work under pressure with shifting deadlines and priorities.
- Comfortable with large group presentations.
- Comfortable with assisting in planning large events.
- Comfortable with extensive local and regional travel; evening, overnight, weekend, and out-of-state trips are required.
- Able to take initiative and work independently as well as part of a team

**Physical Demands:** Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

**Job Conditions:** Frequent travel, computer use, unscheduled interruptions, and speaking, reading, and understanding English. Occasional: working more than 40 hours/week, weekend work, on-call/after-hours work, fast-paced work, and driving/operating machinery or vehicles.

**Work Environment:** Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lighted and ventilated.

**ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, \_\_\_\_\_ (printed name), acknowledge that I have received, read, and understand the \_\_\_\_\_ job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

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Employee Signature

Date

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Supervisor's Printed Name

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Supervisor's Signature

Date