



## ZAYTUNA COLLEGE

<b>Job Title:</b>	Admissions Counselor
<b>Department:</b>	Admissions
<b>Reporting To:</b>	Director of Admissions
<b>FLSA Classification:</b>	Exempt
<b>Job Category:</b>	Regular, Full-Time
<b>Location:</b>	Berkeley, CA

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### **ABOUT ZAYTUNA COLLEGE**

Zaytuna College, America's first fully accredited Muslim liberal arts college, offers both undergraduate and graduate degrees, as well as a six-week Summer Arabic Intensive program that fulfills the Arabic language prerequisite for incoming freshmen. The College aims to restore the centrality of the pursuit of knowledge among Muslims that has always been the hallmark of Islamic tradition. The primary mission of the College is "to educate and prepare morally committed professionals, intellectuals, and spiritual leaders, who are grounded in the Islamic scholarly tradition and conversant with the cultural currents and critical ideas shaping modern society." A central goal of the College is to reintegrate the once vital and influential voice of Muslim thought and erudition back into the ongoing Western Conversation of Great Ideas within the context of our new globalized society informed largely by shifting Western values.

### **THE POSITION**

The Admissions Counselor represents Zaytuna College, its mission, ethos and values, to potential students and their families on and off campus. The Admissions Counselor recruits applicants to the undergraduate program, the graduate program and Summer Arabic Intensive program, counsels students regarding admissions, financial aid and residency, and follows their progress from recruitment to the preliminary application and through the admissions process. Significant travel will be an essential part of the position, as will participation in evening, weekend, and holiday activities.

### **ROLES AND RESPONSIBILITIES**

Primary day-to-day responsibilities for this position, include but will not be limited to:

- Research, analyze, develop and implement targeted, strategic initiatives, programs and plans for recruiting and counseling for admissions, and to meet admissions goals;
- Counsel students and follows their progress from recruitment to the preliminary application and through the admissions decision and process;
- Research and identify sources, targets and areas of recruitment for applicants to the College
- Recruit qualified students who will benefit from Zaytuna College's program offerings;
- Be intimately familiar with all of the College's academic programs in order to promote and generate interest and represent Zaytuna College in all recruitment activities;
- Promote the College by planning, leading and participating in recruitment events: open houses, special programs, off-campus events, information sessions, exhibitions, school visits, tours, webinars, and so forth;
- Develop informational presentations about Zaytuna College's program offerings and present them to target audiences;

- Advise and counsel students, parents, and high school and college guidance counselors on application processes, programs, academic requirements, financial aid options, housing, and other student services;
- Establish new relationships and maintain existing relationships with high school counselors, prospective students, and organizations to promote recruitment;
- Plan, organize, and execute daily, weekly, and long-term communication with potential students and follow-up with students through direct meetings, live chat, phone calls and emails from initial contact through application;
- Assist and provide guidance on marketing plans and objectives as it relates to recruitment;
- Assist in planning and carrying out long-term and short-term business objectives for recruitment and admissions;
- Travel extensively on behalf of Zaytuna College for recruitment and other institution-related events;
- Maintain date and prepare associated reports on leads, return calls, emails, appointments, interviews, completions, enrollments, and other data as required of admissions officers and counselors;
- Develop regular admissions related reports identifying key areas, thoughts, plans and analysis for recruitment, admissions and related subject matter; and
- Represent the College in an ethical and professional manner.

#### **QUALIFICATIONS AND EXPERIENCE**

- Minimum of a bachelor's degree in a related field;
- Aware of Zaytuna College's vision, mission and values and committed to its aims and objectives;
- Experience in developing and implementing strategic initiatives, programs and plans for recruiting and counseling for admissions is preferred, strong leadership skills that exhibit integrity, collaboration, flexibility and result-oriented approach with the ability to make well-reasoned decisions;
- Excellent written and verbal communications skills with strong oral presentation skills;
- Strong organization skills with high attention to details; ability to prioritize work effectively and adjust to multiple demands;
- Excellent research skills to identify areas of recruitment and assist with marketing ideas;
- Strong knowledge of electronic mail and calendars, Windows and Apple platforms, including Microsoft Word, Excel, PowerPoint and other office productivity packages.

#### **EMPLOYMENT REQUIREMENTS**

- Legally authorized to work in the U.S.;
- Successful completion of a background check;
- This position requires approximately 25% travel time; frequent out-of-the area and overnight travel can be expected, including weekends and holidays

#### **TO APPLY**

- Email your cover letter and resume to [employment@zaytuna.edu](mailto:employment@zaytuna.edu)
- Be sure to include the title of the job you are applying for in the subject line of your email.

***Zaytuna College is an equal opportunity employer***