



**Vacancy Announcement**  
**Admission Counselor**  
Business Affairs Division

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

**Duties and Responsibilities:**

Specific duties may include and are not limited to the following:

- Adheres to VUU policies and procedures especially confidentiality, travel and procurement
- Travels to high schools, church events, and community and civic engagements to recruit prospective students
- Creates and implements strategies as outlined in the Admissions strategic plan
- Works with students, parents, churches and alumni organizations that assist with recruiting cycle
- Advises students and families of Admissions requirements, transfer guidelines, financial aid and scholarship information
- Guides potential students through the next steps to include residence life and others as needed
- Provides follow-up to students, guidance counselors and parents via phone, letters, email and scheduled appointments in specific recruitment territory
- Manage Enrollment Management email account and other special projects (i.e.: Mayor's Youth Academy or Smithfield Luter)
- Evaluates program effectiveness, assesses outcomes and develops improved programming to achieve goals, completes cost analyses for programs/events
- Works with students, parents and alumni organizations that assist with recruiting students
- Advises students and families of admissions requirements, financial aid and scholarship information, as well as residence life, etc.
- Reviews applications, evaluates credentials and makes enrollment decisions
- Develops a network of contacts that will assist in identifying students eligible for admission
- Able to lift 15 pounds from floor level to chest, and stoop, walk, stand, and climb for prolonged periods of time
- Work in all-weather elements such as rain, heat, or snow
- Participates in weekend events as necessary
- Participates on VUU and community committees as needed

- Other duties as assigned

**Qualifications:**

- A Bachelor's Degree and a valid driver's license is required.
- Spanish speaking is a plus.
- Experience working in Admissions in a collegiate setting with undergraduate students is desirable.

**Salary:** Commensurate with experience

**Applications Deadline:**

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to [Resumes@vuu.edu](mailto:Resumes@vuu.edu). Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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