

Job Description

Admission Counselors are professional members of the Undergraduate Admission Office who works to build and maintain relationships with prospective students and their families. As such, applicants should have strong leadership and communication skills. Successful applicants have: demonstrated interest in helping educate families about the admission process, strong desire to tell others about their Northwestern Journey, and is a proud member of the Northwestern community.

Key Responsibilities:

- Developing a comprehensive knowledge of admissions procedures and policies with the purpose of assisting prospective students through the application process via phone, e-mail, and in person meetings with walk-in visitors.
- Learning and mastering the general undergraduate admission information session, and presenting this session to prospective students, parents, and other visitors.
- Assisting with the daily operations of the Segal Visitor's Center, including guest registration, opening and closing duties, and monitoring the supply and appearance of marketing and communication materials.
- Fulfilling other duties as assigned by supervisor, including assisting with day-to-day office duties and special programming (i.e. admitted student days)

Admission Counselors report to the internship supervisor but may also receive assignments, guidance, feedback, and support from additional full-time admissions staff.

A minimum commitment of 10-15 hours per week during normal business hours. Flexibly scheduled around classes and prior commitments is expected. Preference will be given to applicants who can commit to a full year cycle in the position.

All Admission Counselors must adhere to the Family Educational Rights and Privacy Act (FERPA) guidelines, as well as provide a signed agreement regarding other office confidentiality systems.

The position offers a competitive hourly wage and does not require eligibility for Federal work-study funding. Applicants must be rising third or fourth-year students at Northwestern University.

If you have any questions about the application process or wish to apply, please contact Ali Dillon, Assistant Director of Admission, at Ali.Dillon@northwestern.edu.