

Wongu University of Oriental Medicine Seeks a University Admissions Counselor

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Are you familiar with Wongu University of Oriental Medicine? Oriental Medicine is a traditional and evidence-based system for primary healthcare utilized by tens of millions of Americans and billions around the world.

Wongu University was founded by True Parents and has reached a period of dynamic growth. Established in 2012, in Las Vegas, Nevada, Wongu University of Oriental Medicine is the first and only school in Nevada approved to grant a Master of Science degree in Oriental Medicine. The master's program in Oriental Medicine (MSOM) received accreditation from the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) in 2019.

Wongu University seeks applications for an Admissions Counselor. This position assists with the recruitment of prospective domestic and international students, facilitates admission requirements, and provides support and guidance to prospective students throughout the enrollment process. Founded in 2012 in Las Vegas, Nevada,

Job Title: Admissions Counselor

Job Location: Las Vegas, Nevada

Job Type: Full Time

Job Description:

The Admissions Counselor supports the Admissions Office in its recruitment efforts to attract and build relationships with prospective students. The Admissions Counselor coordinates the communication and marketing plans via social media, printed materials, the relationship management system, and by representation at community outreach events. The Admissions Counselor will know and communicate the university admission requirements, policies, and procedures and develop lead inquiries into enrolled students. The Admissions Counselor reports to the Director of Admissions and Marketing.

Responsibilities:

1. Inform prospective students of the university admission requirements, policies, and procedures.
2. Use, customize, and update the relationship management system to produce effective communications to prospective students.
3. Collaborate with University personnel to maintain, update, and develop promotional materials, including; viewbooks, brochures, website, newsletters, social media (Facebook, Instagram, Twitter, YouTube).
4. Conduct new student orientation; presenting the Populi learning management system, advising on

registration policies and procedures; in-person and/or online.

5. Collaborate with University personnel to produce and place advertising via Google search terms, Facebook, newspaper, and other venues.
6. Communicate with prospective students and the community through presentations, telephone, email, and special events.
7. Understand and be able to communicate international student policies, financial aid policies, Veteran's benefits, etc.
8. Select, train and direct student-workers to support the recruitment and outreach objectives.
9. Compile, report, present recruitment data from marketing efforts and other academic records.
10. Manage the application process; communicate frequently to certify all documents are received prior to an admission decision.
11. Conduct the new student appointment to advise on first term course selection, transfer credits, and enrollment agreement.
12. Perform a variety of general office duties including keeping up-to-date records, organizing communications, attending meetings, serving on various committees, and working on office projects.
13. Complete other duties as assigned.

Qualifications

- Bachelor's Degree in Marketing, Communication, Education, or other related fields.
- One year of similar work experience
- Valid driver's license
- Strong organization, collaboration and communication skills, and professionalism.
- Demonstrated ability to conduct and implement marketing and communication plans.
- Evidence of strong writing, editing, interpersonal, presentation, and marketing skills.
- Demonstrated proficiency in using word processing, image processing, content management systems, CRMs, learning management systems, communication analytics, and social networking tools in communications or marketing programs.
- Ability to work independently and collaboratively with a team of colleagues.
- Ability to handle and prioritize tasks while maintaining strong attention to detail.

To be considered for this position, please send a resume and cover letter to the Wongu University Human Resources Office at hr@wongu.edu.

Accepting Applications Until: 07/31/2021

Wongu University is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy-related conditions), military status, or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.