

Position Listing

Position Title

Admissions Counselor

Position Description

Mary Baldwin University invites applications for an Admissions Counselor beginning in the 2025-2026 academic year.

The Admissions Counselor works under the general direction of the Director of Admissions and will manage an assigned recruitment territory for Mary Baldwin University. The Admissions Counselor is responsible for the successful recruitment and enrollment of prospective students within their territory, including, but not limited to: prospective student communication, attendance at college fairs, high school visits, and on and off campus recruiting events. The Admissions Counselor will also be responsible for general office duties as assigned.

Required Qualifications

- Bachelor's degree required
- 1-2 years of college admissions, sales, outreach, or student organization leadership experience. Student, part-time, and temporary experience may be considered
- Some weekend and evening hours will be required as is a valid Virginia driver's license since travel is a part of this position
- Experience working with historically underserved populations - including low-income, first-generation, underrepresented students of color, veterans and military-affiliated, rural students, and students with different abilities/disabilities
- Availability for overnight travel and weekend work
- Experience with Jenzabar & Salesforce software is desirable

Preferred Qualifications

- Experience with Jenzabar & Salesforce software is desirable

About Mary Baldwin University

Founded in 1842, Mary Baldwin University has a proud legacy of innovating to best serve our students as the world changes.

MBU is a private university enrolling nearly 1,800 students at the undergraduate and graduate levels on campuses in Staunton and Fishersville, Virginia, and online. Since 1842, this intimate learning environment has allowed students to cultivate strong connections with faculty, staff, and peers. With a rich history of access and innovation, MBU prepares the diverse leaders of

the future in fields ranging from health sciences, creativity and design, business and technology, and education and society. The university is organized into three academic colleges: the Gold College of Arts and Sciences, the Murphy Deming College of Health Sciences, and the Palmer College of Professional Studies.

MBU offers unique opportunities for our students to become leaders in the classroom, community, workplace, and in their own lives. With 60 percent of undergraduate residential students being Pell-eligible, 50 percent students of color, and 40 percent first generation, Mary Baldwin is among the most diverse campuses in the country. MBU fosters a vibrant and inclusive campus community, where students feel a strong sense of belonging, acceptance, support, and empowerment.

About MBU's Online Programs

Mary Baldwin University has been a leader in the education of non-traditional learners for more than 45 years, enabling thousands of students to complete their degrees and advance their careers with flexible course delivery modalities and personalized support. MBU's online offerings include both undergraduate and graduate programs across the university's three colleges. MBU is committed to the growth of its online programs, recently adding new positions to support the development of new academic programs, online learning design, and both first year and professional advising.

Benefits & Other Information

The university offers excellent comprehensive benefits which include paid vacation and sick leave, in addition to 15+ paid holidays a year and affordable health insurance. We care about the overall wellbeing of our employees and offer a tuition benefit which provides tuition discounts for faculty/staff, children, and spouses on MBU courses.

Application Process

Mary Baldwin University is committed to promoting a culture of equity and inclusion among students, staff, and faculty. The university does not discriminate on the basis sex, gender, nor does the university discriminate on the basis of race, national or ethnic origin, color, age, disability, religion, veteran's status, sexual orientation, gender identity, gender expression or any other reason prohibited by law in provision of employment opportunities and benefits.

All correspondence relating to the position of Admissions Counselor should be directed, in confidence, to Mary Gilbert at megilbert@marybaldwin.edu.

A completed application should include the following:

1. Cover Letter outlining your interest and qualifications for the position including a statement that reflects your commitment towards supporting a culture of Equity and Inclusion Excellence.
2. Updated CV;
3. Three (3) professional references with contact information, title, institutional affiliation, email address and direct phone numbers. *(No references will be contacted without written permission from the candidate.)*