GREAT NORTHERN UNIVERSITY

Job Title: Admissions Guide

Department: Admissions

Reports to: Director of Communications

Supervisory Responsibility: Yes

Full-time or Part-time: Full-time (40 hours/week)

FLSA Status: Non-Exempt

Wage: $20.05 - $22.35 with no healthcare or retirement benefits

Type: In person

Hours: Vary per day

Position Closes: October 30, 2026

Starting Date: November 16, 2026

Mission

The Admissions Guide identifies and engages individuals who would align with Great Northern University's vision, mission, and values. Some institutions use the phrase, Admissions Counselor, to describe this work; we think this role is more like active sales than passive engagements. The Admissions Guide is an orchestrator, a catalyst, and an organizer. The core mission of the Admissions Guide is to increase institutional revenue by recruiting new students. The Admissions Guide will be expected to make cold calls in addition to following up on leads from marketing activities. The Admissions Guide will engage through phone calls, emails, and in-person conversations at events and on campus.

Areas of Accountability

The Admissions Guide is responsible for the following measurable outcomes in these five key areas:

Key Areas	Measurable Outcomes
Generate tuition revenue from new students	• 10 full-time students for the 2027 spring semester • 30 full-time students for the 2027 fall semester
New student volume	• An average of 5 confirmed students per month
Daily activities	• 25 cold calls per week • 20 lead contacts per week • Average of 4 campus tours per month (48 per year) • Average of 2 outside events per month (24 events per year)
Process management	• Initial connection with potential student through registration in the second week of classes
Documentation	• Complete all necessary documentation in GNU's management software

Key Competencies

GNU Team Values: Will you fit on our team?

- Christ-like: I am determined to function in godliness to strengthen and honor those around me.
- Dedicated: I stand firm on biblical truths in regular practice and in the face of contrary culture.

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

- Warmly professional: I perform my work with diligence and dignity while also prioritizing relationships.
- Motivated: I think, plan, and act in alignment with strategic plans and wisdom.
- Dynamic: I am characterized by a positive attitude consistent in activity and progress.

Values Specific to this Position: Will your values fit this position?

- Results oriented
- Student focused
- Unashamedly resourceful
- A careful listener
- Full of energy and drive

Requirements

- Commitment to GNU's vision, mission, core values, and beliefs
- Agreement with the University's Code of Belief and Conduct
- Demonstration of spiritual maturity and an unequivocal commitment to the local church
- Possession of a bachelor's degree in a related field, or equivalent experience
- Willingness to travel overnight for admissions related events three to five weeks a year
- Willingness to attend evening and weekend local recruitment events 12-36 times per year.
- Strong communicator through all mediums
- Two years of experience in a similar field

Work Environment/Conditions

Working Conditions/ Physical Factors: *Occasionally = 1%-33% Frequently = 34%-66% Continuously = 67%-100%*

This position operates in an environment of higher education, including professional office and residential housing. This role routinely uses standard office equipment such as computers, phones, and photocopiers, and will frequently interact with other members of the Great Northern University community, i.e., students, faculty, other administrators, parents, and the general public. Some lifting of promotional items for events is required.

While performing the duties of this job, the work environment requires the following:

- Work is primarily indoors. It requires climbing stairs, sitting, standing, bending, and reaching - *Continuously*.
- Requires a sustained level of high energy, stamina, and the ability to move on a regular and ongoing basis – *Continuously*.
- Requires the ability to hear, see, and speak clearly – *Continuously*.
- Requires the ability to lift/or move up to 10 pounds – *Frequently*.
- Requires the ability to lift/or move up to 25 pounds - *Occasionally*.

Additional Requirements

Great Northern University is an evangelical Christian ministry. Our designated purpose is simultaneously academic and faith-based. Out of all the things we believe, our Christian faith is the most critically important. To that end, Great Northern University is an organization deeply committed to an historic and orthodox Christian expression of faith, as expressed in the Apostle's Creed, the Niceo-Constantinopolitan Creed, and the Chalcedonian Definition.

GNU Staff and Faculty have differing views on some non-essential issues, while maintaining unity of

belief in the following statement, inspired by the statement of faith of The National Association of Evangelicals:

- We believe the Bible to be the inspired, the only infallible, authoritative written Word of God. In this, we believe the Bible is absolutely trustworthy in all it teaches and is the final rule of faith and practice.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

These statements of belief are part of our Code of Belief and Conduct that can be found online and is to be signed in agreement upon hire.

As our campus serves students who are minors, employees of GNU are required to submit to and pass a background check to be employed.

To apply, complete the online employment application at https://www.gnu.edu/about/employment/employment-questionnaire/