Leadership in Higher Education
Adult & Graduate Admission Internship

Department: Adult & Graduate Admission
Administrative Affairs (Enrollment Services)

Title of Internship: Adult & Graduate Education Admission Intern

Preferred Background or Skills:
1. Ability to relate to and communicate with students and families from diverse ethnic, racial, religious, socioeconomic, and cultural backgrounds
2. Excellent skills in written and interpersonal communication
3. Ability to articulate and represent the University in a positive manner, while interacting with prospective students, parents, and alumni
5. Knowledge of computer applications, including internet, word processing, and databases
6. Enrollment in the Leadership in Higher Education program at Baldwin Wallace University
7. A valid driver’s license is necessary, as well as the ability to meet the BW insurance standards.

Position Description:
This comprehensive internship will provide an in-depth understanding of the communications, strategy and relationship-building involved in the enrollment of LHE and other adult/graduate students to Baldwin Wallace University - from first point of contact, through the application and admission process, to financial aid considerations, orientation and enrollment. Focus will be working with the recruitment and enrollment of new students in the Leadership in Higher Education (LHE) program and at least one other adult/graduate market such as nursing or physician assistant. The Adult & Graduate Admission Intern will contribute to the overall recruitment efforts of Baldwin Wallace University by performing duties and obtaining skills typical of an Admission Counselor working with nontraditional, transfer and graduate students interested in programs such as Leadership in Higher Education, Nursing, Physician Assistant, Speech-Language Pathology, teacher education and more. The intern will represent the university at on-campus and off-campus events, interview prospective students and applicants, review application credentials and make recommendations for admission, and work as a liaison with colleagues in financial aid, new student orientation, advising and registration. This is a part-time (20 hour/week), 9-month position reporting to an Associate Director of Admission.
Major Internship Responsibilities:

- Correspond with prospective students and applicants throughout the admission cycle, from initial inquiry to enrollment.
- Interview and manage follow-up communications with prospective adult and graduate students interested in seeking admission to the University.
- Serve as a first-reader in the evaluation of applicants.
- Discuss financial aid options, loan eligibility and issues of affordability with candidates enrolling in adult and graduate programs.
- Coordinate involvement of other LHE students in representing the University at graduate school fairs and visits to colleges/universities where current students have previously attended.
- Represent the University and articulate its mission at internal and external venues; leading and presenting information at admission open houses and information sessions, graduate school fairs, community college visitations and corporate education fairs.
- Learn to use technology to enhance the personal one-on-one relationship with prospective and current students.
- Perform other Enrollment Services duties as assigned.

Special Considerations:
This position is open to both first and second year applicants.

Special Hours:
Regular weekly schedule which will include some evening/weekend hours throughout the year. Schedule will vary based on programming and/or special events.

Unusual Tasks (that might require physical exertion, for example):
Physical ability to carry a heavy brief case from location to location.

Required Travel:
Travel to Baldwin Wallace campus locations, local community colleges and education fairs throughout Ohio and possibly surrounding states. Use of a BW vehicle will be provided or mileage reimbursement when using your own car. A valid driver's license is necessary, as well as the ability to meet the BW insurance standards.