Catholic International University is seeking an organized, personable, and detail-oriented Admissions Counselor to join our academic team. In this role, you will be responsible for overseeing the admissions process, from the initial inquiry through enrollment. The Admissions Counselor duties involve handling admission procedures, assisting with enrollment issues, responding to inquiries from prospective students, processing applications, and coordinating and executing admission events. Our ideal candidate has previous admissions experience, is customer service-oriented and possesses strong communication and multi-tasking abilities, and is bilingual in English and Spanish. This is a full-time position with the flexibility to work remotely.

**Qualifications:**

* Bachelor’s degree in a relevant field.
* Experience in admissions, student services, or related areas.
* Strong communication, analytical, and organizational skills.
* Ability to travel to conferences and events.
* Fluent in English and Spanish required

**Why Catholic International University?**

At Catholic International, you will be part of a community committed to academic excellence and service guided by Catholic values. This role offers an opportunity to contribute meaningfully to the university’s mission and make a positive impact on the lives of students and the community.

Catholic International University has a heritage of over 40 years of remote education.

Qualified candidates should submit a resume, cover letter, salary requirements, and personal statement indicating how the candidate will make a distinctive contribution to our University’s mission to Amy Shouse at ashouse@cdu.edu. Review of applications will begin immediately and continue until a suitable candidate is found. Hiring for July start date. Salary commensurate with experience.

*Catholic Distance University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law. All Employees, regardless of religion, agree to maintain and strengthen the Catholic mission of the University.*