WINTHROP UNIVERSITY
NOTICE OF JOB VACANCY
April 25, 2013

POSITION:  ADMISSIONS COUNSELOR (RECRUITMENT)  
(Class Code CB65\Student Services Program Coordinator I)

BAND:  Band 04\Level 04

STARTING SALARY:  $28,832 minimum per year; qualifications and funding will determine actual salary

VACANCY:  #57/13

Minimum Training and Experience:
A bachelor’s degree is required. A master’s degree in an area related to college student affairs is preferred. Related experience in a college or university admissions office or with college bound high school students highly desired. Experience with public speaking and coordinating programs highly desired. Proficiency with Microsoft Office, Banner, and/or Customer Relationship Management (CRM) software preferred. The equivalent combination of training and experience may be considered.

Knowledge, Skills and Abilities:
Knowledge of policies, procedures and techniques associated with college admissions and recruitment of students. Knowledge of marketing and recruitment policies, practices and techniques of Winthrop University. Ability to coordinate recruitment programs. Ability to manage programs and goals of a specific territory. Knowledge of counseling and guidance techniques. Ability to advise students on a wide range of topics. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with faculty, staff, students, parents and the general public. Excellent interpersonal and organizational skills. Ability to travel overnight off-campus.

Specific Duties:
Reporting to the Executive Director of Recruitment, assists in the development and implementation of recruitment strategies to attract and enroll new students to Winthrop University. Manages a specific recruitment territory and implements recruitment strategies and activities; follows up with constituencies and prospective students to obtain enrollment goals; evaluates undergraduate applications for assigned territory; answers questions from individuals regarding admission or the university in general; represents Winthrop University at high school and junior College Day/Night programs in and out of South Carolina; plans visits with both in-state and out-of-state high school guidance counselors; makes follow-up visits to schools; conducts interviews, counseling sessions and campus tours for prospective students and their families; follows up by mail and telephone with prospective and admitted students; responsible for coordination of a major recruitment function or area; assists with planning and coordination of annual recruitment events and programs. Performs other related duties as required.

To apply, access www.jobs.sc.gov to submit an on-line application no later than May 2, 2013

Winthrop University is an Equal Opportunity Employer.