WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

August 18, 2015

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

BAND: Band 04\Level 04

STARTING SALARY: $29,408 minimum per year; qualifications and funding will determine actual salary

VACANCY: # 201608

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 highly desired. Experience with public speaking and coordinating programs highly desired. Proficiency using Microsoft Office software preferred.

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

Specific Duties:
Reporting to the Assistant Director of Recruitment, the Admissions Recruiter assists in the development and implementation of recruitment strategies to attract and enroll new students to the University, through travel of a specific recruitment territory and other recruitment based activities. 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 as needed. 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 the coordination of a major recruitment function or area; assists with the 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
August 24, 2015

Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply. This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.