WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY
Re-advertised

June 24, 2016

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

BAND: Band 04\Level 04

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

VACANCY: 201653

Minimum Training and Experience:
A bachelor's degree is required. A master's degree in an area related to college student affairs is preferred. Direct experience recruiting for a college or university admissions office highly desired. Fluency in Spanish and experience with public speaking and coordinating programs highly desired. Proficiency with Microsoft Office and Recruitment Plus software preferred.

Knowledge, Skills and Abilities:
Knowledge of policies, procedures/techniques associated with college admissions and student recruitment. Knowledge of Winthrop marketing and recruitment policies, practices/techniques. Knowledge of counseling/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 to assigned off-campus locations (extensive in-state and out-of-state overnight travel).

Specific Duties:
Reporting to the Director of Recruitment, Admissions Counselors assist in developing and implementing strategies to recruit new students. Each counselor manages a specific territory and is responsible for recruiting activities in that territory to obtain enrollment goals: Follows up with constituencies and prospective students; evaluates undergraduate applications; answers general questions about the University and specific questions regarding admissions; represents Winthrop at high school and junior college programs in and outside South Carolina; visits with in-state and out-of-state high school guidance counselors and makes follow-up visits, as necessary; 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 coordinating a major recruitment function or area and 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 July 8, 2016

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.