



HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Admissions Counselor/Recruiter

Harris-Stowe State University has an opening for a full-time Admissions Counselor/Recruiter in its Enrollment Management Division. The Admissions Counselor will take a major role in meeting with students and families who visit the campus and serves as a liaison for these students to other departments on campus. This position requires extensive travel and time away from home. A thorough knowledge of admissions, academic and financial aid requirements and processes is imperative.

Primary responsibilities:

- Define geographic territory and plan/implement appropriate follow-up activities with prospective students residing in that territory. Counselors are expected to meet pre-determined numeric objectives.
- Send correspondences, tele-counseling, attend special events, and adhere to recruitment schedule (approximately 13 weeks)
- Serve as a liaison for students and families that come to visit the campus.
- Counselors are to be aware of all incomplete applicants in their territory and assist Correspondence and Credentials Assistants as needed.
- Following the guidelines set forth by the University, the Admissions Counselor reviews applications for admission and assists in the selection process.
- Counselors encourage campus visits by prospects in their geographic markets and meet with students and their families. Maintenance of student records relative to the interview is the counselor's responsibility.
- Work with a team of counselors and support staff to implement a structured plan for recruitment and admissions. He or she will also be expected to perform other special assignments as deemed necessary by the Director or other senior management staff; long hours and weekends are expected.

Qualifications:

Applicants must hold a Bachelor's degree, and possess a commitment to providing quality guidance to students seeking a post-secondary education. Excellent verbal, written, computer, and telephone skills; along with strong interpersonal and organizational skills are essential. Must possess a valid driver's license. High energy, humor, a competitive spirit, and a positive and optimistic attitude are required.

Candidates must demonstrate the ability to work independently, yet seek and appreciate the benefits of working on a managed team of admissions professionals using a systemized approach to recruitment and admission.

Applications will be accepted until filled.

Applicants should submit a cover letter summarizing their qualifications and experiences, resume, university employment application and official transcripts to:

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
FAX: 314-340-3395**

Applications may be downloaded from our web site www.hssu.edu

"Please No Phone Calls"

Due to the large number of applications submitted and the high volume of applicant inquiries we receive regarding the status of applications, we are unable to accept phone calls or walk-in inquiries regarding applicant status.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER