



Staff Vacancy

UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

POSITION: ADMISSIONS COUNSELOR **EEO # EM 1-14**
DEPARTMENT: OFFICE OF UNDERGRADUATE ADMISSIONS & RECRUITMENT

RESPONSIBILITIES:

The University of Louisiana at Lafayette invites nominations for the position of Admissions Counselor. Reporting to the Director of Undergraduate Admissions and Recruitment through the Associate Director of Admissions for Credential Services, the Admissions Counselor will:

- Process student files for admission to the University, evaluate student transcripts, issue appropriate correspondence, and post admission decisions
- Communicate with prospective students
- Participate in on and off campus recruitment programs

QUALIFICATIONS:

The Admissions Counselor must possess a minimum of a bachelor's degree with responsible experience in college admissions, programming, student services, marketing, or related area. Additionally, the applicant should have strong communication ability, proficiency in modern computer skills, strong organizational abilities, and a willingness to travel and work non-traditional hours.

ADMINISTRATIVE UNIT:

The Office of Undergraduate Admissions & Recruitment is a unit within the Division of Enrollment Management which provides services and maintains processes relative to the recruitment and enrollment of undergraduate freshman and transfer students at UL Lafayette. Employees follow a student services model in assisting prospective students as they transition from high school or community college to the university setting. The Office of Undergraduate Admissions and Recruitment consists of an administrative structure supporting units focusing services on the areas of Credentials, Recruiting Services, International Admissions, and Admissions Programming, and Transfer Admissions.

SALARY: Dependent on qualifications and experience.

STARTING DATE: As Soon As Possible

APPLICATIONS: Candidate review will begin immediately. Applications should send a cover letter, resume, and the names and contact information of three references to:

University of Louisiana at Lafayette
Office of Undergraduate Admissions & Recruitment
Deborah B. Landry, Administrative Assistant
RE: ADMISSIONS COUNSELOR SEARCH (EM 1-14)
P.O. Box 41210
Lafayette, LA 70504

APPLICATION DEADLINE: Preference will be given to applications submitted by August 1. However, applications will be accepted until the position is filled.