



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

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

**RESPONSIBILITIES:**

The University of Louisiana at Lafayette invites nominations and resumes for the position of Senior Admissions Counselor. Reporting to the Director of Admissions & Recruitment through the Assistant Director for Recruiting Services, the Senior Admissions Counselor will:

- Actively recruit prospective students
- Assist in the planning, implementation, and management of recruitment plans and strategies for prospective students
- Assist in the maintenance of recruitment calendars and schedules
- Work collaboratively to ensure accurate and timely processing of freshman admission files
- Engage in on and off campus recruitment events
- Assist in the preparation of recruitment and marketing strategies

**QUALIFICATIONS:**

The Senior Admissions Counselor must possess a minimum of a bachelor's degree with at least one year of responsible experience in college admissions, programming, student services, marketing, or related area. Additionally, the candidate 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: SENIOR ADMISSIONS COUNSELOR SEARCH (EM 14-14)  
P.O. Box 41210  
Lafayette, LA 70504

**APPLICATION DEADLINE:** Preference will be given to applications submitted by the end of business on March 6. However, applications will be accepted until the position is filled.