POSITION:  // ENROLLMENT COUNSELOR/COORDINATOR FOR CAMPUS VISIT PROGRAMS
// EEO # EM 1-13
DEPARTMENT:  // OFFICE OF UNDERGRADUATE ADMISSIONS & RECRUITMENT

RESPONSIBILITIES:
The University of Louisiana at Lafayette invites nominations for the position of Enrollment Counselor/Coordinator for Campus Visit Programs. Reporting to the Director of Admissions through the Assistant Director for Recruiting Services, the Admissions Counselor will:
- Participate in programs to recruit prospective freshmen in assigned territories
- Coordinate and execute campus visitation programs (campus tours)
- Communicate with prospective students
- Manage a recruitment territory and maintain records and reports as necessary

QUALIFICATIONS:
The Enrollment Counselor/Coordinator must possess a minimum of a bachelor’s degree with responsible experience in college admissions, programming, student services, marketing, or related area. One year of admissions, recruiting, and event management is desired. Additional qualifications include: 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. Applicants 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/COORDINATOR FOR CAMPUS VISIT PROGRAMS(EM 1-13)
P.O. Box 41210
Lafayette, LA 70504
APPLICATION DEADLINE: Preference will be given to applications submitted by the end of business on August 13, 2013. However, applications will be accepted until the position is filled.