



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

Staff Vacancy

The Graduate School at the University of Louisiana at Lafayette invites applications for the position of Admissions Specialist.

Position: **Admissions Specialist**
EEO No. AA 20-16

Responsibilities: Reporting to the Dean of the Graduate School, the Admissions Specialist facilitates the applications, admissions, and enrollment of graduate students. More specifically, this position is responsible for processing incoming application materials including, but not limited to, applications, official test scores (e.g., GRE, GMAT, TOFEL), letters of recommendations, official transcripts as well as the evaluation of transcripts. Other duties include assisting in the preparation of applications and enrollment reports, communicating regularly with applicants, students, and graduate program faculty, and supervising graduate assistants and undergraduate student workers assigned to the Graduate School.

Qualifications: Bachelor's Degree from a regionally accredited institution required; 10 years of professionally-comparable experience may be substituted. Experience working with admissions in higher education highly desirable. The successful applicant must demonstrate an ability to work as part of collaborative office environment. The applicant also must have experience with information systems, office software, and electronic transfer of documents; experience working within Banner highly desirable. The ability to communicate in a positive, professional manner at all times is required; as is equanimity in times of high application volume and an ability to adapt quickly to changing processes and systems.

Starting Date: ASAP

Salary: Competitive and commensurate with qualifications and experience.

Applications: Candidate review will begin immediately. Applicants should send a letter of application, résumé, and the names and contact information for three references to:

Dr. Mary Farmer-Kaiser
Dean of the Graduate School
e-mail: kaiser@louisiana.edu

Application Deadline: Application review will begin upon the vacancy posting date and will remain open until the position is filled.