



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

# Staff Vacancy

**POSITION: ADMISSIONS COUNSELOR EEO# EM 13-16; EM 14-16; EM 15-16**  
**DEPARTMENT: OFFICE OF UNDERGRADUATE ADMISSIONS AND RECRUITMENT**

## **RESPONSIBILITIES:**

The University of Louisiana at Lafayette invites applications for the position of Admissions Counselor in the Office of Undergraduate Admissions and Recruitment. Reporting to the Senior Admissions Counselor, the Admissions Counselor will:

- Primarily responsible for the recruitment of new students.
- Works closely with senior recruitment staff in strategic planning for the recruitment division.
- Serve as a liaison, maintaining a high level of customer service with prospective students and their families, university administration, faculty and staff.
- Works closely with high school guidance counselors and administrators in coordinating recruitment activities.
- Will be directly responsible for recruitment in assigned regions.
- Prepare reports and correspondence as needed.
- May be required to work evenings and weekends on recruitment visits and attending conferences and training.
- Will be assigned special projects as needed.

## **QUALIFICATIONS:**

The Admissions Counselor must possess a minimum of a bachelor's degree. Additional qualifications include: strong communication ability, proficiency in modern computer skills, strong organizational abilities, and a willingness to work non-traditional hours.

## **UNIVERSITY AND COMMUNITY:**

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

## **ADMINISTRATIVE UNIT:**

The Office of Undergraduate Admissions and Recruitment is a unit within the Division of Enrollment Management which is responsible for recruitment and admission of new students (freshman, transfer, re-entry).

**SALARY:** Commensurate with experience.

**ANTICIPATED STARTING DATE:** August 1, 2017

**APPLICATIONS:** Candidate review will begin immediately. Review of applications will continue until the position is filled. Applicants should send a cover letter, resume, and the names and contact information of three references to:

Phi Pham, Senior Admissions Counselor, Undergraduate Admissions and Recruitment  
RE: Admissions Counselor Search (EEO# EM 13-16; EM 14-16; EM 15-16)  
E-mail – phi@louisiana.edu

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>