



### Admissions Counselor Multicultural Recruitment

Manages a recruitment territory and recruits new students to the university, with emphasis on multicultural populations; visits high schools, community colleges, and college access programs in targeted areas; supports and assists with the implementation of the multicultural recruitment plan; participates in national, regional, and local college fairs; interviews, counsels, and advises prospective freshman and transfer students, parents, and counselors; acts on admission files; and plans, coordinates, and participates in various recruitment activities. This position is eligible for overtime. Bachelor's degree required. May, 2018 graduates will be considered. At least one year of combined experience in admissions, college advocacy, orientation, financial aid, student services or residence life; excellent communication skills, including oral, written, and presentation; experience working with underrepresented populations in an educational or related environment; a commitment to student recruitment and knowledge of the demographics of diverse and multicultural populations; ability to work within a collaborative team environment; ability to manage multiple tasks; and an understanding of basic computer software applications required. Extensive travel, including overnight travel is necessary. Frequent evening and weekend work is also necessary. Student experience will be considered. Demonstrated knowledge of the University of Northern Iowa and proficiency in Spanish (ILR Level 2 – Limited working proficiency) preferred.

Criminal and other relevant background checks required. UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law. The University offers an excellent benefits package including a vacation plan, employer sponsored retirement plans, health and dental insurance, and life and disability insurance. Application materials received by Wednesday, May 30, 2018 will be given first consideration. For more information or to apply, visit <http://jobs.uni.edu>. UNI is a tobacco free campus.

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