



Admissions Counselor  
Admissions

Interviews, counsels, and advises prospective students, parents, and high school counselors; recruits new students to the University; visits high schools and community colleges in targeted areas; participates in national, regional and local college fairs; evaluates credentials of prospective students; and plans, coordinates, and participates in various recruitment activities. Bachelor's degree; at least one year of related experience in a student affairs area such as admissions, orientation, financial aid, career services or residence life; excellent communication skills; and ability to interact effectively with students, parents, and counselors and work within a team environment required. Frequent evening and weekend travel will be necessary. Student experience will be considered. Experience with admission recruitment processes and procedures such as tour guide, phone bank, tele-counseling, office worker or orientation leader; experience conducting individual or group presentations to students and families; experience working with underrepresented populations; experience with using social media in a professional setting; 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 Monday, October 22, 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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