



Transfer Coordinator
Admissions

Interviews, counsels, and advises prospective transfer students on courses to take and the transfer process to UNI; specifically works with community college transfer advisors and students across the state to assist transfer students transitioning to UNI; evaluates transfer student credentials and reviews files throughout the admissions process; plans events for transfer specific events, as well as general admissions events; and supervises transfer student employees. Bachelor's degree; at least three years of experience working with both high school and transfer students; and event planning/outreach experience related to higher education required. Student experience will be considered. Occasional day and overnight travel will be necessary. Master's degree; marketing experience; and supervision experience 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 Friday, October 26, 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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