

POSITION POSTING

POSITION: Graduate Admissions Counselor
LOCATION: Admissions
REPORTS TO: Assistant Director for Graduate and Transfer Admissions
DATE POSTED: February 7, 2017
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2017284

Summary/Objective: This position is a full-time, 12-month, 40+ hours per week, non-exempt position. The Graduate Admissions Counselor is responsible for recruiting students to the University of Findlay. The position will require close collaboration with specific programs as well as frequent travel to attend college fairs/professional meetings, and to establish relationships with businesses, school systems, health care organizations, and community colleges. Evening and weekend work is required.

Required Education and Experience: A bachelors' degree is required, with 18 months of related industry experience. A valid US Drivers' license with a safe driving record is required, and the energy and ability to travel. Some evening and weekend work, and some overnight travel are expectations of this position.

Preferred Education and Experience: A masters' degree is preferred with three of more years of related industry experience.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop, implement, and evaluate detailed recruitment plan for each program.
2. Communicate regularly with program directors to ensure that recruitment materials are current and accurate.
3. Represent the University at fairs, shows, and professional meetings.
4. Assist with lead mailings and identify appropriate mailing lists for recruitment.
5. Cultivate and maintain relationships with businesses, school systems, health care organizations, and community colleges through planned outreach.
6. Document all recruiting efforts and recommend advertising and outreach initiatives.
7. Work with Program Directors to maintain contact from lead to enrollment.
8. Assist prospective students from lead to enrollment.
9. Assist director as needed with support and orientation services.
10. Perform all other duties deemed appropriate for the position.

Competencies:

1. Teamwork Orientation.
2. Communication Proficiency.
3. Technical Capacity.
4. Problem Solving/Analysis.
5. Thoroughness.
6. Collaboration Skills.
7. Ethical Conduct.
8. Organizational Skills.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The Office of Human Resources will accept complete applicant files for Requisition Number 2017284 until the position is filled. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer
Male/Female/Disabled/Vet.