

Sul Ross State University
Position Description

Official Title: Admissions Counselor **Job** 3703

Code: Salary Group: 12 RC Exempt

Summary:

Duties: Extensive recruitment travel and prospect management within assigned regional territories; providing admissions and financial aid assistance by understanding deadlines, procedures and changes to accurately advise students; facilitate great customer service by answering questions via phone, email, and mail in a timely manner; coordinates and schedules interviews and informational presentations to prospective students, parents, staff, faculty, high schools, and community colleges; knowledge of programs and organizations at Sul Ross; participating in meetings and serve on several committees; mentor student ambassador students; supporting campus tour program by giving presentations and tours; will work under supervision on ongoing office projects such as student volunteer efforts, publications, application coordination or campus visit programs; help coordinate and supervise new student programming; meet numeric goals within assigned region; assisting colleagues with team projects/goals; other duties as assigned.

Supervision:

Received: Director and Assistant Director of Admissions and Recruitment

Given:

Education:

Required: Bachelor's degree

Preferred:

Experience:

Required: Experience operating a personal computer and using MS Office; strong verbal, written, data management, and organizational skills; public speaking experience to large and small groups.

Preferred: One year of admissions/enrollment management experience; Sul Ross alumni; fluent in Spanish.

Equipment/Skills: Personal computer and using MS Office

Working Conditions:

Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director and the President.

Date: 03/22/2022