

UNIVERSITY OF NORTHERN IOWA

POSITION ANNOUNCEMENT

POSITION TITLE: Admissions Counselor/Regional Representative

DEPARTMENT: Admissions

APPOINTMENT TYPE: 9 Month, Term, Pay Grade III

PRIMARY FUNCTION: Recruits new students to the University; contributes to all phases of a comprehensive admissions program with special emphasis on recruitment of students directly from high school from a designated region; makes high school visits; participates in college fairs; interviews, counsels, and advises prospective students, parents, and high school officials; plans, coordinates, and participates in various recruitment activities; and performs various operational duties as assigned.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Recruits new students to the University, both freshmen and transfers, by traveling extensively as a University representative in designated region(s); schedules and makes contacts with high school counselors and prospective students; conducts group presentations and meets with individual students; provides materials on academic programs, special service offerings, etc.; advises as to admissions procedures, tuition costs, student fees, housing options, etc.; encourages prospective students to arrange on-campus visits; answers or refers student inquiries; and arranges for follow-up contact.
2. Participates in college fairs designed to familiarize high school students with educational programs offered by the University; arranges for display space, prepares materials, etc.; serves as institutional representative; provides information and materials concerning University's academic programs, residence system, special services, etc.; accepts and answers prospective student and parent inquiries; and completes follow-up contacts as interest in University is indicated.
3. Responds to telephone, written, and electronic inquiries (ie. E-mail, Facebook) from prospective students, parents, and high school officials concerning collegiate programs, transfer of credit, specific program requirements, status of applications, availability of scholarships, etc; promotes and cultivates positive relationships with high school counselors and other high school officials; and consults with Admissions office staff relative to inquiries.
4. Assists in evaluating credentials of prospective students; identifies and assesses high school coursework completed; calculates Regent Admission Index (RAI); takes necessary action on applications for admission; and utilizes student information systems (ie. EMAS, PeopleSoft) and other computer applications related to assigned duties.
5. Plans and/or assists with various recruitment activities as needed (ie. Alumni/Admissions events, student receptions, counselor breakfasts, Up Close); and participates in other initiatives related to student recruitment as assigned or directed.
6. Attends on-campus meetings as required; travels to Cedar Falls as necessary; and performs other admissions counselor duties as assigned when in office.

NECESSARY QUALIFICATIONS: Bachelor's degree plus at least one year of experience in admissions or counseling college bound students required. Student experience will be considered. Candidates must demonstrate excellent communication skills; be able to interact effectively with students, parents, and high school counselors; be able to work independently; have a valid drivers' license; and must be willing to live in the Greater Chicago area and work from home. Demonstrated English and Spanish bilingual ability and familiarity with the University of Northern Iowa preferred. Frequent evening and weekend work will be necessary. Occasional travel to Cedar Falls, Iowa will be required. Position is an academic year work schedule. Criminal and other relevant background checks required.

APPLICATION PROCESS: Application materials received by August 31, 2009 will be given first consideration. Additional information provided upon request (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Admissions Counselor/Regional Representative Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: HRS-Applications@uni.edu URL: www.uni.edu. UNI is a smoke free campus.

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.