

ADMISSIONS COUNSELOR

Department of Admissions

Division of Student Affairs and Student Success

JOB DESCRIPTION: Henderson State University invites applications for the position of **Admissions Counselor**. The Department of Admissions seeks a dynamic, innovative, and visionary individual to serve in a public relations and informational role with prospective students, their parents and high school counselors. The **Admissions Counselor** will manage an assigned geographic territory to recruit a diverse, qualified, and talented group of students to the university. Territories will be assigned and updated by the Director of Admissions. Additionally, the admissions counselor will assist with the on-campus visitation programs, campus tours, conveying information about the university and the admission process to prospective students and their parents by means of college fairs, school visits, written communication, e-mail, text messaging, social media, phone calling, yield activities and by supporting the Reddie Ambassador group.

QUALIFICATIONS: Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff and students. In pursuit of this commitment, the successful candidate will need excellent interpersonal communication skills, excellent oral and written communication skills including public speaking, excellent organization skills and the ability to prioritize and manage multiple tasks simultaneously with minimal supervision; and be proficient in a variety of Google Apps and the Office Suite. Extensive travel is required with some overnight trips; candidates must have a valid driver's license and qualify to drive on state business. At minimum, the candidate must hold an earned baccalaureate degree in an academic field from an accredited institution of higher education. At least two years' experience in public relations and/or the higher education environment is highly desirable.

SALARY: \$32,000

THE UNIVERSITY: Henderson is located in Arkadelphia, a charming, family-centered community of 11,000 residents situated one hour south of Little Rock. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures.

APPLICATION: Must include a cover letter; resume'; unofficial transcript(s); and the names, addresses, and telephone numbers of three current references. Send all required application materials electronically, in PDF format, to Kelci Martinez, Interim Associate Director of Admissions. All files must be submitted via email at garzak@hsu.edu.

The final applicant for this position will be required to submit to a background screening including a criminal background check pursuant to university policy. The final candidate must also provide official transcripts to Human Resources. Under the provisions of Arkansas' Freedom of Information Act, applications are subject to public inspection upon written request. Position posting is open until filled.