Adams State University
Vacancy Announcement
Admissions Counselor, Front Range

Position Description:

The Front Range-based Admissions Counselor is a position within the Office of Admissions and reports to the Associate Director of Admissions. This position will manage a Front Range-based Adams State University regional admissions territory responsible for the recruitment and admissions counseling of prospective undergraduate students. This position is primarily responsible for representing Adams State University in the Colorado Springs and southern Denver-metro area, and other in-state and out-of-state territories. Extensive travel is required. This is a twelve-month administrative position. Contact the Office of Admissions for specific responsibilities.

Adams State University is the Regional Education Provider for southern Colorado, as well as a federally designated Hispanic Serving Institution. With over 2,000 undergraduate students enrolled in 17 majors and over 50 minors and areas of emphasis, Adams State is recognized for offering outstanding academic programs and high-quality personal attention.

Minimum Qualifications:

- Bachelor’s degree in a related area. Masters degree preferred.
- Demonstrated ability to develop goals/objectives and work independently.
- Excellent oral and written communication skills.
- Demonstrated technology proficiency.
- Well organized and the ability to multi-task.
- Experience working with diverse student populations.
- Ability to provide broad enrollment counseling, including admissions, financial aid, and academic advising.
- Ability to develop and foster relationships with high school counselors, community college advisors, and college-prep advisors.
- Demonstrated initiative is seeking out new partners and opportunities for recruitment.
- Experience developing, implementing, and evaluating programs.
- Valid driver’s license and clean driving record.
- Ability to perform outlined job description.

Preferred Qualifications:

- Master’s degree in related area.
- Minimum of two years experience related to student recruitment, academic advising, or enrollment services. Experience should include working directly with students in the college planning process.
- Bilingual, English/Spanish.
Applications:
Complete applications will include the following:
1. Letter of application addressing qualifications for the position.
2. Resume.
3. Names and contact information (address, phone numbers, email) of three references.
4. College transcripts (unofficial transcripts can be sent initially but officials will be required upon hire).

Review of applications will begin on July 9, 2015.

Salary: $30,000-$42,000/year and commensurate with experience. Adams State University offers a competitive benefits package.

Send applications to:
Eric Carpio
Office of Enrollment Management
Adams State University
208 Edgemont Boulevard
Alamosa, CO 81101
Phone: 719-587-7802
Email: ecarpio@adams.edu

Adams State University is committed to providing a safe and secure environment for its students, faculty, staff and visitors, and to protecting its funds, property and other assets. Well-informed hiring decisions contribute to this effort. Therefore, Adams State University has adopted a policy on background screening for its prospective, continuing, and returning employees as well as students in certain circumstances. Offers of employment will be contingent upon the completion of an acceptable background check. The information received in response to a background check will be treated as confidential, to the extent provided for by law.

An Affirmative Action/Equal Opportunity Employer

Adams State University is particularly interested in applications from women and minorities.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Full descriptions of all positions are available from the contact person listed. Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and, as covered by law, veteran status. In addition, college policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and parental status.