

February 10, 2012

ADMISSIONS COUNSELOR

SALARY: \$23,000 to \$26,000 plus benefits

STARTING DATE: On or before March 15, 2012

RESPONSIBILITIES: The Admissions Counselor is responsible for assisting the Director of Admissions in meeting institutional goals. Four to six weeks of travel are required, as are evening and weekend work. The position reports to the Director of Admissions within the Office of Admissions in the Division of Enrollment Management and Student Affairs.

As a member of the admissions staff, the counselor's responsibilities may include but are not limited to:

- Identifying, contacting, and maintaining relationships with prospective students and their families;
- Managing a territory of prospective students through activities such as high school visits, meetings with guidance counselors, attendance at college fairs, coordinating campus recruitment events, and maintaining an aggressive campaign of written and telephone communication with prospective students and parents;
- Initiating the application process for prospective students, assisting applied students in completing the admission processes and facilitating the process of admitted students in completing the enrollment process;
- Regularly entering, managing and compiling admissions data for all prospective and accepted students and issuing reports upon request;
- Preparing for and participating in all Admissions sponsored events;
- Coordinating, planning and implementing visits to USAO and tours of campus for individual students, their parents, and groups of K-12 students and their counselors/teachers;
- Collaborating with other university departments, faculty and staff;
- Creating and implementing individual marketing plans that incorporate knowledge of the recruitment territory history and partners such as alumni and friends of USAO, to successfully achieve target numbers;
- Representing USAO at presentations, college fairs, conferences, schools, etc;

REQUIRED QUALIFICATIONS: A Bachelor's degree from an accredited institution; a valid driver's license; the ability to travel and work flexible hours; a demonstrated understanding of and commitment to a college liberal arts education mission; the ability to work with a wide range of people with varied and diverse backgrounds; a commitment to diversity and inclusion; excellent verbal, written and interpersonal communication skills; strong organizational ability; solid computer skills, and experience using Microsoft Office applications.

PREFERRED QUALIFICATIONS: Two plus years professional work experience or an advanced degree in a related field; experience in higher education outreach and recruiting or equivalent experience in sales and marketing.

TO APPLY: Submit letter of application, detailed résumé, completed University application form, three letters of recommendation, and copies of transcripts to: Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322. Application review will begin February 29, 2012 and continue until position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma, a member of COPLAC, is Oklahoma's only publicly supported four-year liberal arts college. A function of the institution is to provide an outstanding general education program with strong offerings in the liberal arts and sciences. The program features interdisciplinary team teaching and extends throughout the student's entire undergraduate experience. Operating on a flexible trimester system which permits the opportunity for accelerated studies, USAO offers a limited number of career, professional and specialized degree programs which are especially strengthened when combined with an interdisciplinary, liberal arts foundation. The University is located in central Oklahoma, 35 miles southwest of Oklahoma City, in a community of 16,000.