



ANNOUNCEMENT OF POSITION VACANCY

Senior Admissions Counselor EXTENDED AND REVISED

SUMMARY: Reporting to the Vice President for Enrollment Management this Senior Admissions Counselor is now based in Grand Junction on the main campus, and is responsible for the recruitment and admission of new, traditional, non-traditional, transfer, adult, and online students to Colorado Mesa University (CMU). Territory includes Colorado Springs, Pueblo, and regions of the Western Slope.

Some of the senior admissions counselor's **essential duties and responsibilities include:**

- Maintain responsibility for assigned recruiting territory, including:
 - recruitment travel (approximately 12-14 weeks per year)
 - maintaining comparative territory tracking records
 - identifying demographic trends
 - building relationships with the schools (counselors, teachers, students and other key stakeholders) within assigned territory
 - facilitating contact with perspective students through e-mail, web, telephone, visits, direct mail, and social media
 - maintaining admissions, scholarships and other reports to assist in recruitment of students
- Set recruitment goals for assigned territory and be innovative and competitive in individual and territorial programming, and share successes with the overall admissions team while being attentive to the cost effectiveness of recruitment activity.
- Plan travel to local, regional and/or out of state territories, and schedule high school and community college visits and activities. Use effective time management skills to balance logistical challenges of running a satellite office with enrollment and recruitment goals.
- In specializations and delegated tasks, the senior counselor is expected to develop manuals, presentations, brochures, emails and social media to assist in achieving recruitment goals.
- Perform preliminary financial aid, scholarship and career counseling to students as they consider and apply to CMU, as well as educate parents, and high school and college counselors on the benefits of CMU.
- Plan, organize and execute regional recruitment events such as application workshops, receptions and other recruitment admissions events.
- Utilizing effective interpersonal skills, the counselor must be able to work independently or in teams, in an office setting or with individuals in other offices. The counselor must exhibit honesty, tact and integrity relating to campus policies, student records and office/campus protocols.
- Counsel, interview, and provide information to prospective students about CMU, including the application process, transcript requirements, ACT/SAT scores, and completed applications and related fees. Responds to miscellaneous inquires.
- The Senior Admissions Counselor is responsible for understanding the differing admission criteria for CMU and WCCC and be able to interpret and apply this information when communicating with prospective students concerning the likelihood of admission. The counselor is also responsible for tactfully and carefully handling individual complaints, disputes, and grievances from prospective students, parents, high school counselors and others related to the admission process, while considering university policies, the existing possibility of approving a waiver of normal application fees, and all elements that contribute to increased enrollment and student retention.
- Assist students with financial aid advising and course registration.
- Effectively utilize technology, including social media, to disseminate information to prospective students and to enhance the efficient functioning of the Admissions Office.
- Represent CMU as an active participant in the Colorado Council for High School and College Relations and other professional networks that will help build the awareness of CMU.

- Serve as liaison to and work closely with other offices on campus to increase collaboration and to determine needs and resources for recruitment activities. These activities particularly relate to programming, recruitment and retention of all students, with particular emphasis on multicultural and other students of diverse background.
- Supervise student support staff as assigned.
- Travel extensively and work evenings and weekends, as needed.
- Other related duties as assigned.

REQUIRED EDUCATION & EXPERIENCE:

- a Bachelor's degree from a regionally accredited institution; Master's preferred
- valid Colorado driver's license by date of employment
- excellent customer service skills and problem solving technique
- the ability to learn and apply computer technology to enhance productivity in the workplace
- public speaking experience, confidence in interpersonal networking and the ability to relate to individuals from a variety of circumstances
- demonstrated experience consistent with setting and achieving organizational goals
- two years of experience in the area of higher education admissions, program planning, recruiting or marketing

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of the job.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must possess any sight abilities required to maintain driver's license and operate a motor vehicle.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this position are typically performed in a classroom, meeting room or office environment. The noise level in the work environment is usually quiet to moderate. Frequent travel by auto, airplane, and other methods of transportation required.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by April 18, 2017.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Authorization and Release to Conduct Reference and Background Check form](#)
- [Voluntary Affirmative Action form](#)

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Senior Admissions Counselor Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

Pos#118

#1850R