ANNOUNCEMENT OF POSITION VACANCY

Senior Admissions Counselor - Denver

SUMMARY: Regionally based in the Denver area, the Senior Admissions Counselor is responsible to the Associate Director of Admissions for the recruitment and admission of new, traditional, non-traditional, transfer, adult, and online students to Colorado Mesa University (CMU). The admissions counselor interviews, counsels, and provides information to prospective students about CMU including the application process, transcript requirements, ACT/SAT scores, completed applications and related fees, and responds to miscellaneous inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- 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 prospective students through email, 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 territory travel to local, regional and 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.

- Develop manuals, presentations, brochures, emails and social media to assist in achieving recruitment goals.

- Perform preliminary financial aid, scholarship and career counseling to prospective students as they consider and apply to CMU, as well as educate parents, 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 counselor events.

- Utilizing effective interpersonal skills, the Senior Admissions Counselor must be able to work independently or in teams, in an office setting or with individuals in other offices. The Senior Admissions Counselor must exhibit honesty, tact and integrity relating to campus policies, student records and office/campus protocols.

- Maintain an understanding of the differing admission criteria for both CMU and WCCC and be able to interpret and apply this information when communicating with prospective students concerning the likelihood of admission.

- Tactfully and carefully manage individual complaints, disputes, and grievances from prospective students, parents, high school counselors and others related to the admission process, while adhering to university policies, waiving normal application fees, and all elements that contribute to increased enrollment and student retention.

- Assist students with financial aid advising and course registration.

- Travel extensively and work evenings and weekends as needed.

- 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 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 students of diverse backgrounds.

- Supervise support staff as assigned.

REQUIRED EDUCATION & EXPERIENCE:

- Bachelor’s degree from a regionally accredited institution; Master’s preferred.
- Three years of experience in the area of higher education admissions, program planning, and recruiting.
- Possession and maintenance of a valid Colorado driver’s license.
- The ability to learn and apply computer technology to enhance productivity in the workplace.
• Public speaking skills, 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.
• Excellent customer service skills and problem solving technique.

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.

**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 July 15, 2016.

**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, 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

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

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, 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.

**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.

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