



# ANGELO STATE UNIVERSITY

Member, Texas Tech University system

Job Opening For Staff Position of

## Admissions Counselor

Job Posting #0806-003

### **POSITION INFORMATION**

Office of Admissions

Position Number 999746

Posting Date: June 18, 2008

### **SALARY**

\$29,300. Excellent benefits package. Click [here](#) for more information.

### **JOB SUMMARY**

Under general supervision, performs professional level student recruiting and admissions processing work of moderate difficulty.

### **TYPICAL DUTIES**

1. Answers questions and provides information to freshmen, transfer students, and others, concerning admissions requirements, degree programs, housing, financial aid, campus activities, and related matters; advises students on class scheduling, degree choice, and related concerns; assists students to complete admissions processes.
2. Travels to secondary schools, colleges, college day programs, recruiting fairs, and other events to meet with prospective students, parents, and school administrators, and to provide information about Angelo State University; promotes student enrollment and campus life at the University.
3. Composes routine correspondence; utilizes automated letter processing system to generate form letters to prospective students; mails application packets and other information, as requested; answers e-mail inquiries to the Admissions Office.
4. Assists in the implementation of programs designed for student recruitment and retention; assists in planning and organizing student orientation programs; participates in a variety of student programs, such as Discover ASU and S.O.A.R.
5. Makes travel and lodging arrangements for out of town recruiting trips; prepares expense reports.
6. Communicates effectively with students, parents, faculty, department personnel, school administrators, and others, as needed.
7. Attends training, seminars, conferences, and other meetings as needed.
8. Sets up displays containing information about the university; assists in developing new marketing, recruiting, and retention strategies; assists in revising and updating recruiting materials.

### **KNOWLEDGE SKILLS AND ABILITIES**

- Knowledge of admissions requirements and procedures;
- Knowledge of University academic programs and extracurricular activities;
- Knowledge of the local community, attractions, and events;
- Knowledge of the operation of personal computers and the use of word processing software;
- Ability to perform thorough and accurate audits of financial and operational activities and systems;
- Ability to perform work requiring accuracy and attention to detail;
- Skilled in oral and written communications;
- Skilled in interpersonal relations.

## **QUALIFICATIONS**

Possession of a Bachelor's degree from an accredited college or university. One year of experience in recruiting, marketing, public relations, or related work is desirable.

***Valid Texas Driver's License and a driving record acceptable to the University's insurance company is required. Extensive travel (75%) with leased vehicle, including overnight trips. Occasional use of personal vehicle with mileage reimbursed.***

## **APPLICATION REQUIREMENTS**

1. ASU Employment Application ([http://www.angelo.edu/forms/pdf/Staff\\_Application.pdf](http://www.angelo.edu/forms/pdf/Staff_Application.pdf))
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

**Mail to:** Office of Human Resources  
Angelo State University  
ASU Station #11009  
San Angelo, TX 76909

**Or fax to:** 325-942-2156

## **APPLICATION DEADLINE**

Open until filled.

## **UNIVERSITY PROFILE**

<http://www.angelo.edu/publications/employment/universityprofile.html>.

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