



## **Admissions Recruiter**

The primary responsibility of the Admissions Recruiter is to serve as a recruiter of new students. Other duties include assisting with campus visits and college events, providing academic advising and enrollment to students, and helping the Student Affairs Department in any prospective student recruitment and retention efforts

Required Qualifications include an Associate's degree, excellent verbal, written, human relation and organizational skills; computer software knowledge, being a self-starter and fast learner, motivational and leadership skills. Travel is required with a valid Driver's License.

Preferred Qualifications include a Bachelor's degree, one or more years' experience in Student Affairs, Admissions or Financial Aid.

Excellent benefits such as vacation, sick leave, paid LCC tuition for employee and dependents, Kansas Public Employment Retirement System (KPERS), KPERS 457, 403B with matching plan, and the State Plan of Kansas insurances that includes medical, dental, and vision for employee and family. Supplemental insurances are also offered. Salary based on education and experience to begin at \$29,000 to \$34,000 annually.

Position remains open until filled. Applications are reviewed as received. Send an LCC application found at [www.labette.edu/hr](http://www.labette.edu/hr), letter of interest, resume, unofficial transcript and certification copy to Director of Human Resources, Labette Community College, 200 S. 14th, Parsons, KS 67357, fax 620-421-0180, or email [hr@labette.edu](mailto:hr@labette.edu).

### **EOE**

Labette Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to an individual's race, color, religion, gender identity, sexual orientation, national origin, age, marital status, ancestry, genetic information, or disabilities as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Director Human Resources, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1234, e-mail [hr@labette.edu](mailto:hr@labette.edu)