



## Admissions Counselor

- Colby Community College, Colby, KS, United States
- Full-time

### Company Description

Colby Community College is located in northwest Kansas, approximately 50 miles from the Nebraska and Colorado borders. From a humble beginning of 99 students in 1964, CCC now serves more than 2,400 students annually.

In addition to an 57-acre main campus, CCC has a 60-acre farm used as a hands-on laboratory and training facility. The college also accommodates hundreds of off-campus students through face-to-face, online, and hybrid courses.

A number of studies conclude CCC is a solid educational investment. Colby has a strong history of student performance, including the highest graduation rate among all Kansas community colleges.

### Job Description

Colby Community College is accepting applications for a **full-time Admissions Counselor** to recruit students in Kansas and neighboring states. This is a 12-month position located in Colby. Responsible for recruiting prospective students and assisting with all Admissions operations as directed. Candidates for this position must demonstrate a desire to work with college students, a positive attitude, self-motivation, and the work ethic to follow through on commitments. Strong interpersonal skills are necessary, including the ability to present the college in a positive and professional manner to diverse populations. Understanding the importance of technology, integrity, innovative thinking, and teamwork to increase enrollment in a rural setting is necessary. The position requires significant travel with the ability to load and transport admissions materials, displays, and other equipment.

### SALARY/WAGE

\$15.50 - \$17.00 per hour, depending on experience. (\$32,240 to \$35,360 per year).

Flexible benefits program that includes options for single and family health and dental coverage, life insurance, reimbursement accounts, sick and vacation leave allowances, along with 21 days of holiday pay. Participation in the state retirement program is required.

**The priority application deadline is July 12, 2023, with interviews starting immediately.** For full consideration and review of the application, a candidate must submit a cover letter/letter of application, resume, and all postsecondary transcripts (unofficial copy is acceptable) and references to:

Colby Community College  
ATTN: Human Resources  
1255 S. Range Ave.  
Colby, KS 67701

Materials may be emailed to [hr\(at\)colbycc.edu](mailto:hr(at)colbycc.edu).

## **Qualifications**

- Associate degree required.
- Valid driver's license required.
- Bachelor's degree and experience in postsecondary admissions and/or recruiting preferred.

## **Additional Information**

Colby Community College provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation or religion. For inquiries regarding the nondiscrimination policies: Human Resources Office, 1255 South Range Ave., Colby, KS 67701. (785) 460-5406. [hr\(at\)colbycc.edu](mailto:hr(at)colbycc.edu)

Candidates identifying as a qualified person with a disability under the Americans with Disabilities Act and would like to request accommodations should contact Human Resources.

The successful candidate for this position will be subject to a pre-employment background check.

Visa Sponsorship is not available for this position. The candidate must be authorized to work in the United States.