**Assistant Director of Operations for Admissions Posted July 16 until August 31**

Baker University has an opening for an Assistant Director of Operations for Admissions in Baldwin City, Kansas. This is a full-time, exempt position. The Assistant Director of Admissions for Operations will maintain the operational functions of the Office of Admissions including the development and rendering of official admissions reports and ad hoc data to the admissions team and leadership as requested. This position will support the Director of Admissions in the continuous evaluation of documentation, procedures, and strategies to meet recruitment and yield goals. This position plays a key role in fostering a positive work environment with the expectation of continuous improvement and first-class customer service.

A bachelor’s degree is required, with a minimum of three to five years of related experience in admissions operations. Proven experience with an admissions information management system is required , with preference given to those with Salesforce experience. Strong interpersonal skills and a commitment to a team atmosphere are required.  Must be able to think critically and have a commitment to participate in a team atmosphere.

To apply, please complete the online application by clicking the orange “Apply Online” button and attach a cover letter and resume. Documents may also be mailed to Baker University, Human Resources Department, PO Box 65, Baldwin City, KS 66006 or employment@wildcat.bakerU.edu. Attachments must be in MS Word or Adobe.pdf formats. Baker University is an Equal Opportunity Employer.

**Admission Counselor Posted July 16th until August 31st**

Baker University has an opening for an Admissions Counselor in Baldwin City, Kansas. This is a full-time, exempt position. The Admissions Counselor maintains a recruitment program targeted at prospective students in a specified geographic region as assigned by the Director of Admissions. The position requires a significant amount of travel, communication, and correspondence to maintain the external contacts necessary to locate and convert prospective freshmen. The Admissions Counselor also assists with campus visits and enrollment events.

A bachelor’s degree is required. Strong interpersonal skills and a commitment to a team atmosphere are required.  Must be a capable writer and public speaker.  The ability to travel on a daily basis during some months of the year and the ability to work irregular hours as needed, including evenings and weekends, is required. Must have a clear driving record, be able to operate a motor vehicle, and travel up to 500 miles in one day.  Must be able to lift and carry up to 30 pounds for distances up to 500 feet.

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