

As Emporia State focuses on changing the lives of students, we are experiencing a sense of excitement and expectation for the future! We are actively seeking an energetic, positive, self-driven, organized individual to fill a full-time Admissions Counselor position with our [Admissions](#) team. This position will be based out of the Kansas City, KS area. This position works year-round, and is eligible for a comprehensive [benefits](#) package including paid vacation, 403b retirement, tuition assistance, and much more.

Admissions Counselors are responsible for creating a positive and exciting impression of ESU for prospective students and their parents. They provide a personalized touch to the enrollment efforts of the university by supplying admissions information to prospective students. This includes not only admissions requirements, but also details about academic programs and degrees, aspects of student life, information about financial aid. Additionally, they serve as university representatives at various recruiting events and locations.

Applicants must possess strong communication skills, both written and verbal, including public speaking ability. Must be willing to travel extensively around Kansas City and surrounding counties, work some evening and weekend hours. In addition, they must have the ability to develop and maintain rapport with students, parents, school counselors, and professional colleagues. This person will office in KC at the ESU-KC office. Strong organizational skills and professional drive are essential. A Bachelor's degree is required, or completion of a Bachelor's degree by August 2021. Bilingual skills preferred.

The preferred deadline for applications is Monday, August 16, 2021. Qualified candidates should submit (1) a letter of interest that describes how their experiences match the position's responsibilities; (2) a detailed resume or vita; and (3) the names, email addresses, and telephone numbers of four professional references. Upload application materials to <https://bit.ly/3ymcNBV>. Incomplete applications are not accepted. A background check is required.

Emporia State is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, race, color, national origin, ethnicity, religion, gender, sex, gender identity, gender expression, marital status, parental status, sexual orientation, genetic information, status as an individual with disability, status as