



Employer	Emporia State University
Location	Emporia, Kansas
Salary	The salary for this position is based on experience and qualifications.
Posted	Sep 18, 2023
Position Type	Administrative, Student Affairs, Admissions, Enrollment, Retention & Registrar
Employment Level	Administrative
Employment Type	Full Time

The Admissions Counselor creates a local presence for Emporia State University throughout the state of Kansas and the surrounding states.

RESPONSIBILITIES:

- **Recruitment Travel:** Communicate with high school administration within assigned territory; schedule high school visit opportunities each semester; promote the university to students in a presentation format; provide informative marketing materials. Participate in College Planning Conferences and College Fairs
- **Correspondence:** Complete call lists to students who have started the application process; request items needed to complete student file; inform student of admissions status; prepare student for enrollment. Respond to student, parent and community college administration inquiries via phone or email. Learn about the programs offered at ESU and share info with prospective students, parents, and high school/community college counselors
- **Campus Visits when on campus:** Welcome prospective students and their families to campus; check in and prepare guests for their visit; provide an admissions, financial aid, academic and involvement presentation to guests; provide a tour of on-campus residential amenities; escort guests to dining hall; prepare Ambassadors with campus tour assignments; ensure academic appointments have all been scheduled; release tour groups for remainder of visit. Sign and mail follow-up visit letters. Assist with Black and Gold Visit Days.
- **Work with local area ESU Alumni at Teacher Appreciation Lunches** in local community colleges each semester. Deliver treats to local area high school counselors and staff to build rapport and open the lines of communication.

QUALIFICATIONS:

Required:

- Bachelor's degree plus at least 1 year of experience

COMPENSATION:

- The salary for this position is based on experience and qualifications.
- Emporia State University offers a generous benefit package. Find out more about our health benefits, retirement options, paid time off, dependent and spouse tuition waiver program, and many other benefits at this [link](#).

APPLY:

To apply, upload a letter of interest, resume, and contact information for at least three professional [here](#).

Consideration of applications will begin immediately, and will continue until the position is filled.

A background check and official transcripts are required prior to hire.

Review of Application Materials will begin immediately and will continue until the position is filled.

For more information

Jose Pavon

HR Professional

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620-341-6033

Emporia State University 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 a disability, status as a protected veteran, or any other factors which cannot be considered by law.

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