



WSU Tech is seeking qualified candidates for our **High School Advisor** position. The **High School Advisor** assists in the development, implementation and ongoing refinement of the student intake process for high school students.

The **High School Advisor** is responsible for assisting high school dual credit students in the development of academic schedules appropriate for the stated educational goals of students and assisting in the implementation of a retention plan to assist students in progressing towards degree completion.

At the WSU Campus of Applied Sciences and Technology (WSU Tech) we are DRIVEN by our mission of creating opportunities for a better life to our students and providing the best trained workforce for area employers.

You are to deliver ENTHUSIASTIC, POSITIVE, and EXCEPTIONAL service, regardless of the job, working for our students, other employees, and community partners/employers. Show GRIT and GRACE and strive to give it your all 100% of the time, because you are to be of service. You will serve our students and your co-workers who deserve your best.

Education, Experience, Knowledge & Skills Needed:

- Bachelor's Degree preferred. In absence of Bachelor's degree, a combination of education, training, and related experience that relates to the required degree and/or position may be considered.
- Experience in college admissions and/or advising a positive.
- Excellent written and verbal communication skills.
- Intermediate user-level knowledge of Outlook, Word and Excel are required. Knowledge of SharePoint is preferred.
- Strong analytical, decision making, and problem-solving ability.
- Excellent customer service skills.
- Ability to speak and effectively communicate program information to both small and large groups of prospective and current students.

Position pay \$18.50 per hour, annualized to \$38,480

Applicants should complete the online application at <https://wsutech.edu/jobs/>. WSU Tech is an Equal Opportunity Employer.