

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 individual to fill a full-time Admissions Counselor position with our [Admissions](#) team in Emporia, Kansas. The position works year-round, and is eligible for a comprehensive [benefits](#) package including paid vacation, 403b retirement, tuition assistance, and much more. This is a limited-term, 1-year appointment, with renewal dependent upon continued funding.

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, and 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, work evening and weekend hours, and have the ability to develop and maintain rapport with students, parents, school counselors, and professional colleagues. A Bachelor's degree is required. Fluent in Spanish is strongly preferred.

To apply, send a letter of application, a resume, unofficial transcripts, and the names, addresses, phone numbers, and email addresses of three references to: Office of Admissions Search Committee, Campus Box 4034, Emporia State University, 1 Kellogg Circle, Emporia, KS 66801-5087. Phone 620-341-5465. You may also email to jrees@emporia.edu. Screening of applications will begin immediately, and will continue until the positions are filled. 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 a protected veteran, or any other factors which cannot be considered by law.