

Admissions Recruiter/Advisor

The primary responsibility of the Admissions Recruiter/Advisor is to serve as a recruiter of new students. Other duties include assisting with campus visits and college events, providing academic advising and enrollment to students, and helping the Admissions Director in any prospective student recruitment and retention efforts.

Qualifications include a Bachelor’s Degree; verbal, written, human relation and organizational skills; computer software knowledge, being a self-starter and fast learner; motivational and supervisory skills. Travel is required. One or more years’ experience in Student Affairs, especially in Admissions or Financial Aid preferred.

Excellent benefits such as paid holidays, vacation, sick leave, free LCC tuition for employee and dependents, Kansas Public Employment Retirement System (KPERS), 403B matching plan, Cafeteria Plan and the State Plan of Kansas insurances that includes medical, dental, vision, life, accident, and critical care for employee and family.

Review of applications will begin July 12, 2021. Send an LCC application found at [job openings](http://www.labette.edu/hr/jobs/index.html), current resume, letter of interest, any licensing or credentialing certificate copies, and unofficial transcripts to Director of Human Resources, Labette Community College, 200 S. 14th, Parsons, KS 67357, fax 620-421-0180, or email hr@labette.edu.

**EOE**

***Labette Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified handicapped in its education programs, activities, recruitment, admissions, or employment as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Director Human Resources, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1234, e-mail*** *hr@labette.edu*