Adams State University
Vacancy Announcement
Admissions Counselor (Reposted)

Position Description:

Reporting to the Assistant Director of Admissions, the Admissions Counselor is responsible for the recruitment of prospective students. Responsibilities include representing Adams State University at college fairs, high school visits, and other on and off campus activities. The Admissions Counselor will maintain communication with prospective students, review admissions applications, coordinate recruitment events, establish and foster relationships with high school counselors, and provide broad admissions, financial aid, and academic advising services. Extensive in-state and out-of-state travel, as well as some weekends and evenings, is required. This is a twelve-month administrative position. Contact the Office of Admissions for specific responsibilities.

Adams State University is the Regional Education Provider for southern Colorado, as well as a federally designated Hispanic Serving Institution. With over 2,200 undergraduate students enrolled in 17 majors and over 50 minors and areas of emphasis, Adams State is recognized for offering outstanding academic programs and high-quality personal attention.

Qualifications:

- Bachelor’s degree.
- Demonstrated ability to develop goals/objectives.
- Excellent oral and written communication skills.
- Bilingual, English/Spanish (preferred).
- Demonstrated technology proficiency.
- Well organized and the ability to multi-task.
- Experience working with diverse student populations.
- Ability to provide broad enrollment counseling, including admissions, financial aid, and academic advising.
- Ability to develop and foster relationships with high school counselors, community college advisors, and college-prep advisors.
- Demonstrated initiative is seeking out new partners and opportunities for recruitment.
- Experience developing, implementing, and evaluating programs.
- Valid driver’s license and clean driving record.
- Ability to perform outlined job description.
Applications:

Complete applications will include the following:
1. Letter of application addressing qualifications for the position.
2. Resume.
3. Names and contact information (address, phone numbers, email) of three references.
4. College transcripts (unofficial transcripts can be sent initially but officials will be required upon hire).

Salary: $30,000/yr. Adams State University offers a competitive benefits package.

Send applications to:
Eric Carpio
Office of Admissions
Adams State University
208 Edgemont Boulevard
Alamosa, CO 81101
Phone: 719-587-7802
Email: ecarpio@adams.edu

Adams State University is committed to providing a safe and secure environment for its students, faculty, staff and visitors, and to protecting its funds, property and other assets. Well-informed hiring decisions contribute to this effort. Therefore, Adams State University has adopted a policy on background screening for its prospective, continuing, and returning employees as well as students in certain circumstances. Offers of employment will be contingent upon the completion of an acceptable background check. The information received in response to a background check will be treated as confidential, to the extent provided for by law.

An Affirmative Action/Equal Opportunity Employer

Adams State University is particularly interested in applications from women and minorities.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Full descriptions of all positions are available from the contact person listed. Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and parental status.