

# ADMISSIONS COUNSELOR

## ADMISSIONS

**Description:** Conducts university recruitment and marketing activities designed to promote the University. Counsels prospective students and their families focusing specifically on the Hispanic and Latino population. Coordinates ongoing communication with prospective students and other constituents. Assists with all visitation events and works with special populations as assigned.

**Minimum Requirements:** A bachelor's degree. Must be bilingual in English and Spanish. Experience with college admissions, enrollment management, or a strong involvement with student life. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

**Knowledge, Skills and Abilities:** Knowledge of University, techniques of individual and group counseling, of basic principles and theories of student development and educational administration; ability to communicate effectively both orally and in writing; ability to maintain effective working relationships with students, parents, faculty, staff, and the general public. Ability to identify, develop, and implement programs and activities that will benefit the campus community. Strong organizational skills and a positive attitude.

**Hire Range:** \$36,000- \$ 40,000 annually

**University Hours:** 8:00am – 5:00pm, Monday – Friday

**Position Work Hours:** 37.5 hours per week.

**To include some nights and weekends**

**Class Code:** CB65 – **State Title:** Student Svs Pgrm Crd I

**Position #:** – **Band:** 04

Search openings at [careers.sc.gov](https://careers.sc.gov)

View Lander's  
Fringe Benefits

Applications must be submitted online at [www.careers.sc.gov](https://www.careers.sc.gov). Receipt of individual applications not acknowledged. See position status at [www.lander.edu/hr](https://www.lander.edu/hr). Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.