



Position: Admissions Counselor
Department: Admissions

The University of Pikeville in Pikeville, Kentucky seeks a dynamic and committed professional to serve in the role of Admissions Counselor. This position, highly integral to the continued growth and vibrancy of the institution, will administer all aspects of the college search and admissions process with prospective high school students. The ideal candidate will possess positive energy, exceptional communication skills, creativity, and enthusiasm for recruiting prospective students. The position manages a recruitment territory by contacting, visiting, and informing prospective students about University of Pikeville programs, culture, mission, and life on campus. The position assures that enrollment goals are met regarding applications, acceptances, and enrolled students.

Essential Duties and Responsibilities:

1. Recruit exceptional students for associate, bachelor's, and master's and medical school degree programs from high schools, community and technical colleges, colleges and universities, businesses, industries and the community.
2. Communicate consistently and effectively with prospective students and their families in person and via phone, email, text messaging, printed media, and the internet.
3. Meet quantitative and qualitative departmental goals for inquiries, applications, admitted and enrolled students.
4. Work aggressively in the community to increase public awareness of University programs, success stories and opportunities.
5. Develop and implement recruitment strategies designed to enroll new students and identify viable readmit candidates for the University within recruitment territory.
6. Represent the University at career fairs, professional conferences and trade shows.
7. Work collaboratively with colleagues in financial aid, advising, registrar and other campus offices to ensure a consistent and smooth transition from applicant to student.
8. Interact effectively with a diverse group of faculty, staff, administrators and the rest of the University community.
9. Occasional evening and weekend events/travel.
10. Learn and use best practices of the Admissions Department and the University.
11. Uphold the University of Pikeville Mission Statement.
12. Perform other duties as assigned by Director of Admissions.

Relationships:

Position requires daily contact with co-workers and work-study students in order to divide duties, conduct meetings, coordinate schedules, and assign jobs. Contact with current students often occurs for counseling purposes on personal and/or school related issues. Contact with potential students, parents, and local schools is vital in order to discuss recruitment, recruitment issues, and financial aid issues, as well as to provide a general exchange of information.

These relationships are maintained through e-mail, texting, telephone, social networking sites such as Facebook, and person-to-person contact.

Reports to: Director of Admissions

Work is performed independently on routine work, non-routine issues or questions are referred to the supervisor.

Education/Skill Requirements:

- Bachelor's degree required.
- Must have excellent communication skills and experience collaborating with both small/ personal and large/diverse groups of people.
- Strong organizational, communication, customer service, and interpersonal skills.
- Polished presentation/public speaking skills.
- Must have experience working with office equipment and technology (Word, PowerPoint, etc.).
- Valid driver's license and ability to be certified to drive a University vehicle for recruitment travel.
- Must be willing to travel extensively and have some familiarity with making online travel arrangements.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b) retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.