

# THE UNIVERSITY OF KANSAS

**Position:** Admissions Counselor  
(Position # 00000821)  
**Department:** Office of Admissions  
and Scholarships  
**Priority Review**  
**Date:** June 7, 2009  
**Start Date:** June 27, 2009  
**Salary:** \$30,000

## Position Description:

This position will participate broadly in the general work of the Office, including representing the University of Kansas in visits to secondary schools, community colleges and college fairs, conducting on-campus group information sessions, contacting prospective students and coordinating special recruitment programs. Extensive travel and some evening and weekend work required. Personal KU experience and general university knowledge will be used in all areas of recruitment.

The Office of Admissions and Scholarships reports to the Office of the Vice Provost for Student Success. Student Success is the comprehensive student services organization at the University of Kansas.

## Responsibilities:

1. Corresponds frequently with prospective students and their families, with a focus on high-ability students (specifically National Merit, National Achievement, and National Hispanic Scholars), in order to provide admissions and scholarship counseling, encourage application completion, answer general questions about the university, and offer options for visiting campus.

2. Participates in student recruitment programs including on-campus programs, visits at in-state or out-of-state high schools in small rural communities or large metropolitan cities. Involves some travel and requires evening and weekend work.
3. Participates in on-campus programs for prospective students and their families by giving presentations, assisting with the planning and preparation of special events, and other related duties throughout the year. Corresponds with prospective students and their parents and provides admissions and scholarships counseling. Assist with high ability activities including on-campus events and visits, information nights, and publications including newsletters and brochures.
4. Responsible for the programming of at least four on- and off-campus events throughout the year, with a focus on events for high ability students.
5. Assumes other responsibilities as assigned by the Assistant Director for High Ability Recruitment and the Senior Associate Director for Targeted Recruitment.
6. Assists in additional areas within the Office of Admissions & Scholarships.

## Required Qualifications:

1. Bachelors Degree required at the time of appointment.
2. At least 3 months presentation experience (evidenced by coursework or extra curricular activities or professional presentations).
3. Strong written communication skills as evidenced by the application materials.
4. Experience as a University of Kansas student.
5. Valid Driver's License or ability to obtain one at the time of appointment.

## POSITION REQUIREMENTS:

This position requires the ability to travel by automobile or plane to any city or region assigned. Extensive travel and some evening and weekend work required.

## Preferred Qualifications:

1. Ability to effectively organize time and tasks.
2. Ability to be a self starter and show initiative.
3. Ability to work with diverse student population, including high-ability, low-income, first generation, geographic regions, ethnic groups, middle school, high school and non-traditional students.
4. Experience in public relations activities or work in admissions.

## Application Procedures:

### Instructions for Applying for a position at the University of Kansas:

1. Apply online at <https://jobs.ku.edu>.
2. Click on "Search Postings" link in the upper left hand corner of the screen.
3. Search postings by inserting the position # indicated in the description.
4. To apply for a job, click the "Create Application" link in the upper left hand corner of the screen and follow the directions.

For a complete application, applicants must attach a cover letter, resume and a listing of three references to the on-line application (see above). First consideration given to complete applications received by the review date.

## Contact:

Lee Furbeck  
Office of Admissions and Scholarships  
(785) 864-5214  
[lfurbeck@ku.edu](mailto:lfurbeck@ku.edu)