Date of Notice: August 26, 2016

Announcing the Availability of the Following Position:

Undergraduate Admissions Counselor

In the Department of

Undergraduate Admissions

Position Responsibilities:

Admission counselors are responsible for administering the admission policies of the University, serving as academic advisers to students prior to enrollment, assisting in the explanation and implementation of financial aid policies and practices of the university, marketing the programs of the university in order to achieve annual enrollment goals for the university, and communicating with prospective students and their influencers in an effective way. The position serves as a primary link between the prospective student and the university in all matters related to the enrollment process.

Qualifications:

- Commitment to the mission and values of a Lutheran University
- Bachelor's degree required.
- Technology proficient
- Effective communication and interpersonal skills required
- Internship or work demonstrating multicultural recruitment required
- Work or internship experience with student populations in an educational setting preferred

Additional Information:

Classification Level: Salaried
Full Time Equivalent: 100%- Exempt
Benefit Eligibility: Full benefits
Salary Range: Negotiable
Application Deadline: September 9th, 2016 or until position is filled

Please send a letter of interest and a current resume to:

Via e-mail (preferred): StaffSearches@csp.edu
Via postal mail: Human Resources
Concordia University
1282 Concordia Avenue
St. Paul, MN 55104-5494

Via facsimile: 651-641-8782

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or learn more about Concordia University-St. Paul at http://www.csp.edu/