

Winthrop University

NOTICE OF JOB VACANCY

October 31, 2024

Position	Admissions Counselor Temporary Position	
Department	Admissions	
Band/Level	N/A	Vacancy No.: 2025101T
Starting Salary	\$17.00 per hour	
Minimum Training and Experience		
Bachelor's degree and a valid driver's license required. Related experience in admissions or related student personnel area, customer service, marketing, sales, public relations, program coordination and public speaking preferred. Proficiency with Microsoft Office software and experience with SLATE customer relationship management system preferred.		
Knowledge, Skills and Abilities		
<ul style="list-style-type: none">• Knowledge of counseling and guidance techniques as demonstrated through college and/or work experience.• Excellent interpersonal and organizational skills.• Ability to advise students on a wide range of topics related to college enrollment.• Ability to establish and maintain effective working relationships with students, faculty, staff, parents and the general public.• Ability to communicate effectively both verbally and in writing.• Ability to travel to assigned off-campus locations, including overnight and weekend travel.		
Major Duties		
Reporting to the Director of Recruitment, the Admissions Counselor manages an assigned territory using high-level customer service, relationship-building, presentation and analytical skills to recruit students. <ul style="list-style-type: none">• Promotes and represents the institution to prospective students, their families and school officials at college fairs, recruitment events and information sessions.• Assists in the development and operation of admissions-sponsored events.• Evaluates academic credentials and reviews applications of prospective students in a fashion consistent with current Admissions office and university procedures.• Meets with prospective students and provides accurate information on admissions, financial aid and curriculum to foster positive relationships with the university.• Represents Winthrop University at high school and junior college day/night programs in South Carolina and surrounding states.• Plans visits with high school guidance counselors and makes follow-up visits to schools as needed.• Conducts interviews and counseling sessions for prospective students and their families.• Follows-up by text, email, mail and telephone with prospective and admitted students.• Initiates communication with prospective students regarding admissions, recruitment processes, activities and decisions.• Provides financial counseling to students and families to help them understand their financial aid package and additional financial resources.		

To apply, access <https://www.jobs.sc.gov> to submit an on-line application no later than
December 6, 2024

Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.