



OFFICE OF ADMISSIONS

Admissions Counselor or Assistant Director of Admissions

Responsibilities: Reports directly to the Dean of Admissions; performs all recruiting and admissions functions for prospective students in determining eligibility for admission; interviews and hosts prospective students and their families; works closely with other departments regarding recruiting efforts; may represent the Institute at high schools, college night programs, on campus visit programs and conferences.

Qualifications: Based on required qualifications, this position provides the potential to be an Assistant Director of Admissions. Candidates with lesser qualifications will be considered for the position of Admissions Counselor.

Required Qualifications for Assistant Director of Admissions:

Bachelor's degree required; master's degree preferred; minimum of three years college admissions experience in a private institution preferred.

Required Qualifications for Admissions Counselor:

Bachelor's degree required; higher education and college admissions experience preferred.

Excellent communication skills essential with ability to relate to alumni, students and parents of diverse backgrounds; willingness to travel which includes evenings and weekends; valid drivers' license required with acceptable MVR (motor vehicle report).

Salary/Compensation: Title and salary commensurate with experience; excellent benefits package.

Applications: Only online applications/resumes will be accepted at: <https://jobs.rose-hulman.edu> until position is filled. Contact Human Resources at 812-877-8176 for questions. **EEO/AA**

