

Admissions Officer - Enrollment Management

Date: Feb 10, 2017

Location: Cincinnati, OH, US

ADMISSIONS OFFICER

(Non-Exempt, Professional Hourly)

Admissions Department, Division of Enrollment Management

UNIVERSITY of CINCINNATI

Apply [online](#).

The University of Cincinnati seeks applicants for an Admissions Counselor. This position will be housed on the Uptown Campus located in Cincinnati's Clifton Heights neighborhood.

In collaboration with office leadership and other admissions team members, responsibilities of the position include:

- Meet with students, families, and school counselors both in individual and group settings to explain university admissions policies and answer questions about academic programs and campus life.
- Coordinate student recruitment for an assigned geographical area and represent the university at college fairs, high school visits, and other recruitment and yield events.
- Evaluate academic records of applicants to determine admissibility.
- Interpret and apply university policies, procedures, rules, and regulations.
- Ability and willingness to work some evenings/weekends and some overnight travel.

MINIMUM QUALIFICATIONS: Bachelor's degree with one (1) year experience; -OR- Associate's degree with three (3) years experience; -OR- five (5) years experience. Experience must be in university admissions and/or counseling high school

or college students or related field. Experience may also require at least one (1) year supervision.

Preferred qualifications: Additionally, the ideal candidate will possess:

- Excellent oral and written communication skills with strong attention to detail.
- Outstanding organizational and problem-solving skills.
- Confidence and the ability to execute projects both independently and as a member of a team.
- High energy, enthusiasm, and passion for the work.
- Motivation and conflict resolution skills.
- Commitment to a diverse applicant pool and student body and the ability to work with people from other backgrounds.
- Experience in the development of school counselor and community college counselor relationships.

We currently have two open Admissions officer positions and will be filling both positions from candidates applying.

This position will be a professional position paid at an hourly rate.

*The University of Cincinnati, as a multi-national and culturally diverse university, is committed to providing an inclusive, equitable and diverse place of learning and employment. As part of a complete job application you will be asked to include a **Contribution to Diversity and Inclusion** statement.*

The University of Cincinnati is an Affirmative Action / Equal Opportunity Employer / M / F / Veteran / Disabled.

