

Admission Counselor

- Responsibilities:** The Admission Counselor is responsible for assisting with the development of and implementation of the University's student recruitment and admission strategy. The Admission Counselor identifies prospective students, provides follow-up, reviews admission applications and other admission documents, and admits eligible students in accordance with University policies and procedures. Specific duties include, but are not limited to: providing initial contact with admission applicants; providing input into the development and implementation of the University's student recruitment strategy; developing and maintaining contacts with high school counselors, alumni, and other constituents who may assist with recruitment; providing technical/clerical support for the implementation of applicant contact and follow-up system; assisting in the development and implementation of the recruiting schedule; developing and accomplishing annual recruitment objectives; counseling applicants regarding admission requirements and the admission process and procedures; assisting in the review of all applications for admission and admitting eligible applicants; data entry of applicant information; must be available to travel; overnight travel required; reliable transportation required; performing other associated duties as assigned by the Director of Admission.
- Qualifications:** Bachelor's degree and 2-3 years professional level experience preferred, recruitment, sales, or marketing experience a plus; knowledge of the University and its policies, procedures, history, missions, and curriculum helpful; demonstrated ability to function with minimal supervision; proven ability to communicate verbally and in written correspondence; ability to maintain good working relationships with all members of the University family; must be able to travel; commitment to the mission of the University.
- Salary:** Competitive salary range and comprehensive fringe benefits package.
- Setting:** Huston-Tillotson University evolved from Huston-Tillotson College which was founded in 1875 and is Austin's first institution of higher education. The University is an independent, liberal arts, church-related, historically black institution located on a 23-acre tree-lined campus near downtown Austin, Texas. The University is affiliated with The United Methodist Church, the United Church of Christ, and the United Negro College Fund. Undergraduate, four-year degrees in business, education, the humanities, natural sciences, and social sciences are awarded. Huston-Tillotson University is multi-cultural, multi-ethnic, and multi-faith, and welcomes students of all ages, races, and religions. While faculty are engaged in a range of activities, their primary focus is teaching. The student-teacher ratio is 15 to 1, which allows an environment of personalized attention to students
- Application Procedure:** Candidates should submit a letter of interest establishing qualifications for the position, a current resume, and an HT application. HT applications can be found at www.htu.edu. ***This position is opened until filled.*** Forward application packets to: Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795.