



Office of Work Life Engagement

POSITION ANNOUNCEMENT

Position: Admissions Counselor, Adult & Graduate Programs
Department: Office of Admissions
Reports to: Associate Director of Adult and Graduate Programs

Responsibilities: Coordinate and actively participate in student recruitment, communication activities, and community engagement for the Anderson University graduate and adult programs. Identify and interact with prospective applicants, assist individuals with the application process and increase community awareness of the University and various graduate/adult programs.

Qualifications: The successful candidate will have a minimum of an earned Bachelor's degree required with experience in sales, marketing, and communication. A Master's degree in a business related field is highly preferred. Completion of a master's degree within a reasonable/specified period will be considered. Must be fluent in all Microsoft applications (Word, Excel and PowerPoint) and be able to become competent with Google email and calendar functions. Must be able to communicate clearly and effectively (verbal and written) with diverse populations; demonstrate ability to meet, greet and serve needs of a wide variety of clients and visitors; be punctual and reliable in attendance. Must be self-directed, able to set priorities, multi-task, apply good decision-making skills and work independently. Attention to detail, high quality work and professionalism expected. Work hours may vary, primarily days, minimum 40 hours per week; may include limited evening and weekend hours. Must be able to lift, push and pull a minimum of 25 pounds and must have a valid driver's license and able to maintain AU driving privileges for car and van. Must meet university lifestyle expectations.

This is a full-time position 100% FTE. Eligible for full university benefits.

Position Available: Immediately

Qualified and interested candidates should submit a letter of interest, resume and employment application <http://www.anderson.edu/uploads/hr/staff-application.pdf> to staffjobs@anderson.edu. Persons with an application on file or current university employees should send an email to staffjobs@anderson.edu to express interest in this position. Current employees are also expected to notify their supervisor of their interest in this position.

Anderson University is a private Christian university in central Indiana, located near [Money's #1 Best Places to Live in 2017](#) and [Town & Country Magazine's #1 Best Place to Live](#). Anderson University continues to be recognized as one of America's top colleges by U.S. News and World Report, and The Princeton Review. Established in 1917 by the Church of God (Anderson, Ind.), Anderson University offers more than 50 undergraduate majors and graduate programs in business and theology. The University's location in the central part of the state allows easy access to state parks, several boating lakes, and beautiful farmland. The close proximity to Indianapolis, the state's capital, offers a full range of cultural and entertainment amenities.

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.