

Kanawha Valley Community and Technical College

Position Available: Admissions Counselor, Sr.

Kanawha Valley Community and Technical College invites applications for the position of Admissions Counselor, Sr. beginning in January 2010 or before. This is a full-time classified appointment responsible for supporting all aspects of the admissions process, student recruiting and orientation of new students. Frequent travel within the region as well as evening and weekend work is an expectation of the position.

Minimum Qualifications:

1. Bachelor's degree from an accredited college or university is required and a Master's degree is preferred.
2. Demonstrated effective interpersonal, presentation, verbal and written communication skills.
3. High degree of motivation and the ability to work independently with limited supervision.
4. Ability to work as a contributing member of the admissions team/student services division.
5. Skilled in technology and the use of Microsoft Office products.
6. Strong organization skills.
7. Two years of progressive experience in a college student services environment.

The duties and responsibilities of the position include:

1. Plan, organize and carry out all recruitment activities and participation in marketing activities for all areas of the college.
2. Organize and participate in college fairs, public school college days and other special events and recruitment activities.
3. Act as a liaison between the Admissions Office, academic departments, the Valley Fork Center, public school counselors, career/technical centers and other outside organizations to coordinate the admission process.
4. Stay current on all requirements for application and admission to the college as well academic and workforce programs.
5. Counsel applicants, prospective students and their parents by phone, email and through campus visits and other recruitment activities.
6. Follow-up correspondence and activities related to applications.
7. Plan and implement all aspects of open house events, orientation and campus tours.
8. Compose and design admissions correspondence and recruitment materials.

9. Assist in data collection and reporting.
10. Processing and evaluating applications for admission.
11. Verification completion of applicant files and notification of any deficiencies.

Salary: Pay Grade 17 with an entry level salary of \$30,767. Minorities and women are encouraged to apply

For more information about the position visit the institution's website at www.kvctc.edu.

Kanawha Valley Community and Technical College is co-located on the campus of West Virginia State University in Institute, West Virginia. It is the mission of the institution to offer skill set certificates, certificate and associate degree programs, transfer programs, career preparation, developmental education, and workforce development. **Review of applications will begin immediately and applications will be accepted until the position is filled.** Copies of transcripts may be sent but originals must be available by the day of interview. For more information about KVCTC, visit our website at www.kvctc.edu.

Kanawha Valley Community and Technical College is an equal opportunity, affirmative action institution that does not discriminate based on race, color, religion, sex, national origin, age, disability, or veteran status in its employment, programs, or activities.

To apply, send resume and copies of transcripts, along with names and contact information (including telephone and e-mail), of three professional references to:

Human Resources
Kanawha Valley Community and Technical College
PO Box 1000 – Ferrell Hall 101
Institute, West Virginia 25112-1000

October 20, 2009