

Date Posted: 08/06/12

University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING

Job Title: Regional UA Admission Representative

Employer/Agency: The University of Alabama

Job Description: Serves as the field representative for the Office of Undergraduate Admissions for an assigned regional area. Provides leadership in identifying & enrolling undergraduate students. Serves as primary contact with local high school guidance counselors and principals, coordinates recruiting efforts with local alumni chapters, identifies prospective qualified undergraduate students in the region, and plans student receptions and counselor briefings, etc. Recruit students to attend The University of Alabama by creating awareness about the University, its programs, and scholarship opportunities among students, counselors, and alumni in the greater Houston and Austin, TX areas.

Qualifications: Bachelor's degree or higher in business, public relations, marketing, communications, education, counseling or related field with a minimum of two years of work experience in student recruitment, university admissions, public relations, marketing, communications, education, counseling or related experience; OR a bachelor's degree or higher in an unrelated field with a minimum of three years of work experience in student recruitment, university admissions, public relations, marketing, communications, education, counseling or related experience, OR an equivalent combination of relevant education and experience in which comparable skills and abilities have been attained. Basic desktop computing skills. Excellent verbal and written communication skills. Excellent interpersonal skills. Poise. The ability to travel alone out of town, sometimes overnight, an interest in working with prospective college students and their families; the ability to work with different cultures and groups of people. Some evening and weekend work. A valid U.S. driver's license & personal transportation for required business travel. The capability to stand for long periods of time and to lift and carry large quantities of sometimes heavy recruitment materials. Valid U.S. driver's license required. Must be at least 21 years of age and have an acceptable motor vehicle report as determined by the insurance carrier.

All final candidates will be subject to a pre-employment background investigation.

Salary/Hours: 57 Monthly (exempt): - Minimum - \$ 29515.20 Midpoint - \$ 42494.40
M-F, 8:00 a.m.-4:45 p.m.

Employer/Agency: The University of Alabama
Address: Box 870132
City, State, Zip: Tuscaloosa, AL 35487-0132
Telephone Number: 205.348.5666

Application Method: Apply online at www.jobs.ua.edu.

Opening Date: This job will remain open until a final candidate is selected.

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***