

Admission Counselor - Office of Admission, Registration & Records

Portland State University is Oregon's largest and most diverse public university. Faculty and staff at Portland State enjoy an environment that is recognized for its academic quality, community involvement, global perspectives and vibrant urban location.

Portland State University invites applications for the position of Admissions Counselor.

Responsibilities include:

- Representing the University to prospective students and the general public with the highest degree of professionalism through an array of outreach programs and activities;
- Developing student leadership skills through collaborative work in planning and implementing recruitment & retention events and programs;
- Traveling in and out of state for up to twelve weeks per year to engage and inform prospective & current students and their families as well as develop positive educational partnerships and working relationships with high school and community college guidance counselors;
- Counseling prospective students and family members about admission criteria and other critical factors in the educational decision process;
- Reviewing student applications and making university admission decisions;
- Timely follow through on communication plans by initiating & answering correspondence and inquiries from prospective students and their families;
- Participating in on campus visitation programs, new student orientations, campus retention programs, and commencement events;
- Other duties as assigned.

Minimum Qualifications

- Minimum Bachelor's degree;
- Minimum one year of experience in student services at the college/university level;
- Excellent written and oral communication skills;
- Strong interpersonal, presentation and organization skills;
- Demonstrated computer skills including proficiency with Microsoft Office applications including, Word, Excel, Outlook, and PowerPoint;
- Ability and desire to work with people who are ethnically, geographically and socio-economically diverse;
- Creative problem-solving ability with strong customer service skills;
- Successful completion of a background check;
- Must possess a current, valid driver's license;
- Position requires frequent travel, night and weekend hours.

Preferred Qualifications:

- Three years of experience directly related to student services
- Demonstrated competency in a second language;
- Knowledge of student recruitment, college admissions, and Portland State University
- Demonstrated knowledge of targeted recruitment programs.
- Demonstrated experience working with ethnically diverse populations

Compensation

Salary is \$36,400 with an excellent benefits package- including a fully paid medical and dental coverage, generous retirement and vacation packages and tuition reduction for employee or dependent at all Oregon University System institutions.

To Apply

Complete applications will be reviewed beginning July 8, 2009. Position will remain open until finalists are identified.

Submit a cover letter, resume, one-page customer service philosophy statement and 3 references (name, address and phone number)
by email to:

counsadm@pdx.edu (***Email strongly preferred***)

or by mail to:

Linda Etter
Office of Admissions, Registration and Records
Portland State University
PO Box 751
Portland, OR 97207

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.