Henderson State University invites applications for Admissions Counselor.

JOB DESCRIPTION: The university seeks a dynamic, innovative, and visionary to serve in a public relations and informational role with prospective students, their parents and high school counselors. Counselor will manage an assigned geographic territory to recruit a diverse, qualified and talented group of students to the university. Additionally, counselor will assist with on-campus visitation programs, campus tours, conveying information about the university and the admission process to prospective students, and their parents by means of college fairs, school visits, written communication, e-mail, social media, phone calling, yield activities and sponsoring the student-volunteer ambassador group.

QUALIFICATIONS: Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff and students. In pursuit of this commitment, the successful candidate will need excellent interpersonal communication skills, excellent oral and written communication skills including public speaking, excellent organization skills and the ability to prioritize and manage multiple tasks simultaneously with minimal supervision; and be proficient in Outlook, Word and Excel; travel is required with some overnight trips; must have a valid driver’s license and qualify to drive on state business. At minimum, the candidate must hold an earned baccalaureate degree in an academic field from an accredited institution of higher education. At least two years experience in public relations and/or the higher education environment is highly desirable.

SALARY: $27,000 - $28,000

UNIVERSITY: Henderson is located in Arkadelphia, a charming, family-centered community of 11,000 residents situated one hour south of Little Rock on Interstate 30. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Please visit www.hsu.edu, www.arkadelphiaalliance.com, or www.arkadelphia schools.org for more information about Henderson and our community.

APPLICATION: Application materials must be received by August 31, 2015 to be considered. Applications should be forwarded to Jennifer Wright, Henderson State University Box 7560, Arkadelphia, AR 71999-0001 or via e-mail in PDF or MS Word format to wrightj@hsu.edu; Items to be submitted include a letter of application, resume’, unofficial transcript(s) and the names, addresses, and telephone numbers of three current references.

The final applicant for each position will be required to submit to a background screening including a criminal background check pursuant to university policy. Under the provisions of Arkansas’ Freedom of Information Act, applications are subject to public inspection upon written request.