

**JOB DESCRIPTION**  
**OFFICE OF ADMISSIONS**  
**SENIOR ADMISSIONS COUNSELOR FOR CAMPUS VISITS**  
**TWELVE-MONTH, PERMANENT POSITION**

*Reporting to the Assistant Director of Visitor Services, the Sr. Admissions Counselor for Campus Visits is responsible for foundational admissions and enrollment management related activities, and ensures smooth functioning and effectiveness of Daily Information Sessions and Group Tours for prospective students in the office's work toward the university's enrollment goals. The position also provides leadership, training, and innovation to the work of Admissions as it relates to daily campus visits, group tours and the Admissions Ambassador program.*

**About Colorado State University**

As one of our nation's top public institutions of higher learning and Colorado's land-grant institution, Colorado State University is committed to making things happen – from the classroom and the laboratory to communities across the world. CSU offers among the very best professional programs in the United States in veterinary medicine, occupational therapy, journalism, agriculture, and construction management. Under the leadership of President Tony Frank, Colorado State University aims to continue its growth as a top-tier destination for talented students, while also passionately pursuing its mission and heritage as the land-grant institution for the state of Colorado. Our campus is the heart of Fort Collins, at the base of the Rocky Mountains, and only an hour from the Denver metropolitan area. The wide-open spaces, 300 days of sunshine each year and majestic backdrop make Fort Collins, a city with a population of about 150,000, an attractive place to work, live, and learn.

**About the Office of Admissions**

Admissions is charged with leading undergraduate recruitment and outreach efforts for the entire university, as well as making decisions on all undergraduate applications, and processing graduate applications. This complex office of over 60 staff recruits actively around the state of Colorado, travels from coast to coast to interact with an annual prospect pool of over 60,000 students each year, and manages over 30,000 applications per year including 4700 transfer applications. Through innovative and strategic approaches, Admissions strives to attract an increasingly diverse and well-prepared student body in fulfillment of its land-grant mission and heritage. Colorado State was the first public institution west of the Mississippi with membership in the Common Application Organization, and employs a holistic, comprehensive review process to best select new undergraduates not only in light of their preparation but also their potential to successfully contribute to the campus community.

## **Position Description**

This position reports directly to Assistant Director of Visitor Services, and is a member of the Freshman Recruitment team. The Sr. Admissions Counselor for Campus Visits is responsible for counseling prospective freshmen applicants and their families, managing a Colorado-based recruitment territory, application file review, as well as day to day operations of daily campus visits and group visits, electric vans and assisting with larger campus visit program planning. This position is also responsible for supervising the Admissions Ambassador program, which is a dedicated group of 40-50 Colorado State University students who represent and promote the University to prospective students and their families while assisting students in their college search process. Ambassadors work as an integral part of the Office of Admissions to meet the needs of prospective students and to create a positive first and lasting impression. Students are involved on campus and are experts on what prospective students can expect to find at CSU both inside and outside the classroom. The Student Ambassador program is an essential part of the Office of Admission's strategy to meet target enrollment goals.

The Sr. Admissions Counselor for Campus Visits is responsible for creating and maintaining a dynamic, well trained group of student ambassadors who are capable of representing the greater Colorado State University student body to prospective students and their families. The incumbent does this at the individual level through directing trainings, weekly meetings, and maintaining individual student contact, but also have significant oversight responsibilities in terms of understanding the ambassadors program's roll in the Office of Admissions greater recruitment efforts, developing a leadership team and maximizing finite student and budgetary resources.

The individual in this position will:

- Counsel prospective freshmen applicants and their families as they seek to learn about CSU.
- Respond to in-person, phone and email admissions inquiries.
- Conduct on-campus information sessions that includes group presentations and one-on-one counseling of prospective students and guests.
- Manage a Colorado recruitment territory, engaging in recruitment travel representing CSU at college fairs and high schools and other college admissions planning events.
- Serve as a member of the Admissions Application Review Committee responsible for rendering admission decisions on domestic undergraduate applications to the University.
- Assist with outreach and recruitment programs including off-campus information sessions and admitted student receptions.
- Participate in spring admitted student activities.
- Collaborate with the Assistant Director for Visitor Services and the rest of the recruitment leadership team to ensure that campus programs meet strategic recruitment and outreach goals.
- Oversee all admissions counseling and visitor services that take place in the University Welcome Center.
- Coordinate and conduct Daily Information Sessions. These daily tour programs include an Admissions presentation conducted by an Admissions Counselor and a campus tour conducted by an Admissions Ambassador.
- Supervise student based phone program, called RamCall, which calls prospective students to assist in moving them in moving through the admission and enrollment process. Calls can be to recently admitted students, students who have just visited campus, students the Admissions Office would like to invite to on and off campus events, etc.

- Supervise the Admissions Ambassador Program, which is made up of 40-50 current students. The Ambassadors conduct campus tours and do a variety of other recruitment activities including, but not limited to, Ram Call and Ram Chat, as well as staffing the welcome desk. This position will provide all training and leadership for the program.
- Supervise Administrative Assistant III position that is responsible for scheduling the presenter and tour guides for all types of Daily Information Session, including but not limited to Group Visits, Transfer Information Sessions, Admitted Student Visits, etc., as well as assists in overseeing all aspects of the daily visit experience.
- Manage the three Admissions Electric Vans. These 15 passenger electric vans, a gift from the President's Office, are used for tours when group size and weather permit. It is the responsibility of this position to ensure that the vans are operational and used properly, which includes the training of Admissions Ambassadors and Admissions Staff on the proper ways to operate the vehicles.
- Maintain a valid Colorado driver's license.
- Other duties as assigned.

### **Minimum Qualifications**

- A bachelor's degree
- Two years of demonstrated leadership and/or professional experience working with high school or college students
- Two years of customer service experience
- Demonstrated experience giving presentations in a professional setting
- Demonstrated ability to work with a wide variety of internal and external constituents which may include co-workers, campus representatives, parents, school officials, and high school and transfer students—who possibly identify as low-income, first generation, and/or racially/ethnically diverse.

### **Desired qualifications**

- A master's degree in Higher Education or related field
- Previous admissions or college counseling experience (experiences as an undergraduate student will be considered.)
- Experience working with a student ambassador program
- Supervision experience
- Campus visit programming experience or event planning experience
- Ability to work collaboratively and independently
- A strong understanding of the Land Grant Mission of Colorado State University
- Previous financial aid or scholarship selection experience
- Strong interpersonal skills
- Strong public speaking ability
- Strong analytical and critical thinking ability
- Ability to speak, read, and write fluently in Spanish

### **Salary Range**

- \$35,000-\$37,000

## To Apply

Electronic submission of application materials is required. Please access the following job site at Colorado State University's job website: <http://jobs.colostate.edu/postings/14968>. Application materials and nominations will be accepted until the position is filled; however, applicants should submit all application materials by 11:59pm (MDT) on May 31, 2015, for full consideration. Ideal start date is July 20, 2015.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.