Overview
The department of New Student Services is recruiting for at least one and possibly two full-time positions for Admissions Representative. Admissions Representatives hold responsibility for the development of an effective plan to develop and maintain contacts with qualified prospective students within a specific geographic region. This position requires the ability to independently exercise judgment in marketing and promoting K-State and to develop new programs and improve existing programs to serve prospective students and their families. Individuals serving as Admissions Representatives work as part of a larger team to support K-State’s overall enrollment management plan. This position reports to the Assistant Vice President of Student Life/Director of New Student Services.

Responsibilities
- Serve on the University’s team of recruitment representatives to coordinate an independently developed “one-on-one” recruitment strategy for all prospective and admitted students in a specific geographic area.
- Apply knowledge of University admissions standards, programs, scholarship and financial aid opportunities, academic majors and programs, and student leadership clubs and organizations to best advise students and parents based on their individual needs, interests, and aptitudes.
- Initiate and maintain a timely, effective, and personal relationship with prospective students and their parents and family members throughout the recruiting process.
- Provide guidance, communication, promotional information, consultation and assistance to key partners (i.e. high school personnel, community groups, the Office of Admissions and others on the enrollment management team, including Housing and Dining Services, Student Financial Assistance, the K-State Alumni Association, Multicultural Programs, Communications and Marketing, and academic colleges).
- Coordinate volunteer efforts of alumni and parent volunteers, current students, and K-State faculty and staff to assist in recruitment strategy.
- Utilize technology to effectively support communication with key constituents.
- Develop and implement on-campus and regional special events, participate in orientation and enrollment programs, and support other events as assigned.
- Serve as a K-State presence at selected community events and major public attractions (i.e. county and state fairs, athletic events, college planning events).
- Support the efforts of all members of the New Student Services team in a spirit of teamwork and mutual respect.
- Complete special projects as assigned.

Required Qualifications
Applicants must be a graduating K-State senior or have a recent K-State B.A. or B.S. degree, excellent written and verbal communication skills, excellent organizational skills, and the ability to work both autonomously and in a team environment. Applicants with a recent K-State M.A. or M.S. degree or a graduate degree in progress will be considered. Candidates must be very familiar with and enthusiastic about K-State. Strong social skills are required and the individual must be able to meet people easily and adjust quickly to varying situations. Travel, including evenings and weekends, is an expectation of the position and a valid driver’s license is required. Candidates must have a high energy level and be able to work under strict deadlines. Self-motivation, a team attitude, and a consistent commitment to a high standard of excellence are essential to this position.
One admissions representative will be responsible for the development and implementation of an effective multicultural student recruitment program. This position would be assigned additional recruitment activities in a specific geographic region. Applicants wanting to be considered for the Multicultural recruitment programs admissions representative position should indicate so in their letter of application.

Preferred Qualifications and Skills
- A highly successful collegiate classroom experience
- Demonstrated leadership skill through involvement in campus academic and extracurricular activities (i.e. leadership in organized living groups, student organizations, service experiences)
- Experience with CRM software, including knowledge of data filters
- Demonstrated proficiency in multiple computer programs (Microsoft Office, including knowledge of Excel, and efficient use of e-mail)
- Native or near-native Spanish language proficiency

Salary and Benefits
This is an unclassified, exempt position. Salary is $33,500 and includes a Kansas State University benefit package, with a retirement plan, group health and life insurance plans, worker’s compensation, vacation, sick leave and other benefits.

Starting Date
July 1, 2015

Application Deadline
Applications are due Friday, April 3, 2015.

How to Apply
Candidates shall provide letter of application, resume, transcripts (from any college/university where 12 or more credit hours were earned), and contact information for three work-related references.

Applications should be e-mailed to sonia@k-state.edu or mailed to Search Committee, New Student Services, Kansas State University, 122 Anderson Hall, Manhattan, KS 66506.

Review of applications will begin April 3, 2015.

Questions
Call 785-532-6237 or sonia@k-state.edu

Kansas State University is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans. Kansas State University encourages diversity among its employees. Background check required.