USC Sumter, Student Services Program Coordinator II (Admissions Counselor/Recruiter/Processor), Band 5, $33,395 per year.

Description:
Admissions Counselors are responsible for identifying, recruiting and enrolling qualified students into the University of South Carolina Sumter. The successful candidate will be goal oriented, able to manage multiple priorities and execute clear objectives. This position involves a high level of phone and email contact with prospective students and their parents, as well as represent the University in a variety of venues. Typical job activities include but are not limited to: developing contacts and leads, timely and regular follow-up with inquiries, applicants, prospects and referrals, meeting and following-up with campus visitors, participating in information sessions, attending college fairs and meeting/presenting/exhibiting to high schools, businesses and civic organizations and processing the admission applications.

Essential Duties and Responsibilities:

Build relationships with and promote the university and the unique aspects of the regional campus of the University of South Carolina to high school students, college transfer students and their families for the purpose of attracting and enrolling students into the university. Follow-up daily and in a timely manner with inquiries, applicants, accepted and referred students.
Meet with campus visitors, take campus tours when necessary and participate in informational sessions regarding the university.
Attend college fairs and build relationships with the high school counselors within the service area. Timely and accurate collection of enrollment data, completion of reports and active processing of applications and all documents pertaining to the individual application process.

Qualifications/Skills Required:
Possess strong organizational and problem-solving skills. Possess ability to recruit prospective students by providing accurate, timely, and appropriate information and assistance to students and their families.

The candidate must be highly motivated, results driven, self-starter with a strong work ethic capable of presenting a positive and professional image of the university. Possess strong interpersonal, communication and analytical skills. Exercise excellent customer service skills and attention to detail. Experience as an admissions counselor desired.

Education and/or Experience:
Master’s degree in Student Personnel Services or related area and
1 year experience or Bachelor’s degree and 3 years related experience.
The University of South Carolina requires individuals to apply online for all job vacancies. You may access the USC Jobs Online Employment site at http://uscjobs.sc.edu. As part of the online process, a cover letter, resume, college transcripts and list of references must be attached to the online application form. If you have any questions about the application procedures, please call (803) 938-3721. **Review of applications will begin immediately and continue until the position is filled.** USC Sumter is an Affirmative Action and Equal Opportunity Employer.