Student Services Program Coordinator II (Admissions Counselor/Recruiter/Coordinator of Dual Enrollment Programs), Band 5, $31,787 per year. USC Sumter. Masters degree in Student Personnel Services or related area and 1 year related experience or Bachelor’s degree and 3 years related experience required. Knowledge of computer and the ability to analyze and interpret data. Possess strong communication, analytical and reasoning skills. Serve as an admissions counselor/recruiter for the University and coordinator of the dual enrollment program with area high schools, taking an active role in all aspects of recruiting. Responsibilities include working with high schools, businesses and civic organizations; coordinating on and off campus programs; and assisting in developing marketing strategies for recruitment. 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 and resume must be attached to the online application form. In addition, please mail three current letters of reference (with addresses and phone numbers) and copies of all college transcripts to the Human Resources Office, USC Sumter, 200 Miller Road, Sumter SC 29150-2498. 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.