

University of Richmond

Admission Counselor

The University of Richmond's Admission Counselor is an integral contributor to the University's recruitment and admission activities, including managing all aspects of recruitment within an assigned geographic region, representing the University to a wide and diverse audience, participating in the review and selection of candidates, and assisting with activities to enroll an increasingly diverse class. This junior position will provide an energetic professional with the opportunity to learn the nuances of the selective college admission process through the mentorship of senior professionals within an actively engaged and progressive office environment.

The Admission Counselor will assist senior staff with projects, including outreach efforts and programs, on-campus events and programs, and communication activities. Examples of 2013-2014 projects include writing e-mail communication, drafting letters, editing publications, and sending personalized e-mail broadcasts, building and warehousing University stories, coordinating on- and off-campus events to assist with recruitment events, recruiting, interviewing and managing student tour guides, hiring and training senior interns, recruiting and training student volunteers, and assisting in planning components of major on-campus open houses.

Located minutes from downtown Richmond, Virginia, the University of Richmond (www.richmond.edu) blends the intimacy of a small college with exceptional academic, research, and cultural opportunities usually found only at large institutions. Richmond offers a unique combination of undergraduate and graduate programs. Our School of Arts & Sciences anchors Richmond as a nationally ranked liberal arts university. A ranked business school, the nation's first school of leadership studies, a highly respected law school, a nationally recognized international education program and the community-focused School of Professional and Continuing Studies build on that strong foundation and make this university something unique.

UR is committed to developing a diverse faculty, staff and student body, and to modeling an inclusive campus community which values the expression of differences in ways that promote excellence in teaching, learning, personal development and institutional success. In keeping with this commitment, our academic community welcomes candidates from diverse backgrounds and candidates who support diversity. EOE

To apply visit <http://jobs.richmond.edu>