



ADMISSIONS COUNSELOR or ASSISTANT DIRECTOR

McDaniel College, recognized nationally among “Colleges that Change Lives” and U.S. News and World Report top-tier liberal arts colleges, is a four-year private college of the liberal arts and sciences offering more than 60 undergraduate [programs of study](#), including dual and student-designed majors, plus 20 highly regarded [graduate programs](#).

McDaniel College invites applications for an administrative appointment as **ADMISSIONS COUNSELOR or ASSISTANT DIRECTOR**. Salary for this full-time, 12-month position is commensurate with qualifications and experience.

The Admissions Counselor must understand the philosophy of a liberal arts education and assist students and families in finding an acceptable fit between educational goals and financial constraints. The position requires significant travel and the ability to set goals, manage time, and achieve results within an assigned area requiring minimal supervision. Since a major aspect of this position entails attending and handling off-campus recruitment activities, the Admission Counselor must value working independently with students, families, high school personnel, and colleagues from other colleges. An appreciation for diversity and effective verbal and written communication skills are required.

Position requirements include a Bachelor’s degree with a major in a liberal arts discipline, a valid driver’s license with two or less points. Strong interpersonal and organizational skills are critical and the ability to articulate the mission and benefits of a liberal arts education is essential. An ability to work collaboratively with faculty, students, administrators and staff is also required. The successful candidate will support and demonstrate a commitment to increasing the diversity and the academic quality of the McDaniel College student body. Previous admissions experience is highly desirable.

At McDaniel College we value our employees by offering our full-time employees tuition remission, 403B retirement accounts with employer match, paid time off, medical insurance, flexible spending accounts, life insurance, and paid maternity and parental leave. Visit College website at <http://www.mcdaniel.edu/employment.htm> for details.

TO APPLY

Submit cover letter, resume, and names with contact information of 3 professional references to: <http://www2.mcdaniel.edu/jobs>

Only applications submitted through this link will be accepted. Applications must be received by May 29, 2015.

McDaniel College is an AA/EOE institution and welcomes applications from diverse candidates and candidates who support diversity. Women and Veterans strongly encouraged to apply.