**Admissions Counselor, Senior Admissions Counselor
or Assistant Director of Admissions
Northern Michigan University**

Northern Michigan University is seeking applications for an Admissions Counselor, Senior Admissions Counselor or Assistant Director of Admissions. The position title will be determined based upon the successful applicant's qualifications. The Admissions Counselor and Senior Admissions Counselor level is responsible for meeting enrollment goals of a recruitment region or specific population and/or participation/satisfaction goals of assigned programs/activities. The Assistant Director of Admissions is responsible for managing a recruitment region and/or specialized recruitment programs, oversee the operation of specialized functions with the Office, initiate new programs/services and assist the Director in a variety of areas.

Minimum qualifications: Bachelor’s Degree in a related field. Valid Motor Vehicle Driver's License.

Admissions Counselor: Two years of student experience in college admissions or campus leadership positions or six months of professional experience in any of the following:
a. college admissions;
b. college student personnel or residence life;
c. sales/marketing or public relations/communications.

Senior Admissions Counselor: One year of professional experience in college admissions and one year of professional experience in any one of the following:
a. college admissions or college access work;
b. college student personnel, residence life or student activities;
c. sales/marketing or public relations/communications.

Assistant Director of Admissions: Two years of professional experience in college admissions and one-two year(s) of experience in any of the following:
a. college admissions or college access work.
b. college student personnel or residence life.
c. sales/marketing or public relations/communications.

Knowledge/skills/abilities required:
Admissions Counselor, Senior Admissions Counselor and Assistant Director of Admissions:
Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Excellent oral and written communication and comprehension skills and interpersonal skills. Social Perceptiveness-Being aware of others' reactions and understanding why they react as they do. Service Orientation-Actively looking for ways to help people. Critical Thinking-Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Time Management-Managing one's own time and the time of others. Active Learning-Understanding the implications of new information for both current and future problem-solving and decision-making.

Admissions Counselor only:
Ability to acquire knowledge related to the college search process, university academic programs, services and policies; admissions policies and procedures.

Senior Admissions Counselor only:
Knowledge related to the college search process, university academic programs, services and policies; admissions policies and procedures.

Admissions Counselor and Senior Admissions Counselor only:
Knowledge of business principles involved in planning and resource use. Ability to work as part of an admissions team, working cooperatively with staff within the department, as well as with other departments. Ability to synthesize large amounts of information and determine relevance for a specific audience. Ability to apply university and department protocols to one's work.
Ability to tell when something is wrong or is likely to go wrong in order to be able to anticipate the need for and plan solutions.

Assistant Director of Admissions only:
Extensive knowledge related to the college search process, university academic programs, services and policies; Broad and detailed understanding of admissions policies, procedures, and accepted admissions practices. Working knowledge of student information systems, electronic communications and computer technologies and ability to learn new related technologies. Knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources. Ability to coordinate efforts and work as part of an admissions team, working cooperatively with staff within the department, as well as with other departments. Ability to make decisions and problem-solve.
Demonstrated ability to operationalize recruitment strategies and meet recruitment goals.
Ability to serve in a mentoring role to junior staff.

The position is campus based. The shift is traditionally Monday-Friday, 8:00 am-5:00 pm with some evening and weekend work required.  The targeted minimum salaries are $31,672 for the Admissions Counselor; $33,889 for the Senior Admissions Counselor; and $38,800 for the Assistant Director of Admissions.

Northern Michigan University, with 7,900 students and 177 degree programs, is located along the shore of Lake Superior in the vibrant, historic city of Marquette, consistently named a top spot in the nation to raise a family, vacation, and enjoy an excellent quality of life. See more at [www.nmu.edu/marquette](http://www.nmu.edu/marquette).

Submit NMU staff application, cover letter and resume utilizing our on-line application process by accessing <https://employMe.nmu.edu>. All required application materials must be submitted electronically by October 4, 2017.

NMU is an EOE including protected veterans and individuals with disabilities.