

Transfer Admissions Coordinator – Sr. Counselor / Assistant Director - Office of Admissions - S2179PO

Position Overview: The University of Vermont's Office of Admissions is seeking a Transfer Admissions Coordinator to perform a variety of functions in support of Transfer Student activities. Responsibilities include implementing a recruitment plan for transfer students, advising transfer students through the admissions process, conducting presentations, representing the University of Vermont at on- and off-campus events, review applications and make admissions decisions, and other admissions duties as assigned.

Qualifications: Bachelor's degree and two to four years related experience required. Demonstrated multicultural competency and commitment to recruit a diverse student population required. Effective oral and written communication skills required. Basic computing skills (word processing, spreadsheet, database, and familiarity with relational student databases) required. Ability to travel outside Vermont required. Experience working with transfer students and community colleges highly desirable.

To apply for this position you must submit your application, resume and cover letter online at www.uvmjobs.com.

The University of Vermont is an equal opportunity/Affirmative Action Employer. Applications from people from diverse racial, ethnic, and cultural backgrounds are encouraged.

Apply Here: <http://www.Click2Apply.net/9rs6dfh73mwwc7rc>

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