Office of Enrollment Management
Admissions Counselor – Bilingual Preference
This position is located at IUPUC in Columbus, Indiana.

IUPUC—Indiana University-Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

We seek greater diversity in our faculty and staff to broaden students’ academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status. Become a part of an exciting opportunity to help grow our programs at IUPUC as an Admissions Counselor.

The Admissions Counselor position is responsible for all aspects regarding recruitment of prospective first year freshman and transfer students. This position promotes and represents the university to prospective students and assists students and families in the enrollment process. This role serves as the primary contact for prospective Hispanic/Latinx students and their families to support the growing Hispanic/ Latinx student population. This includes providing assistance in the creation and implementation of recruitment strategies for Hispanic/Latinx students; helping to design recruitment materials and web content for the Hispanic/Latinx student population; and participating in recruitment activities and processing applications for our Hispanic/Latinx student populations.

REQUIREMENTS
Bachelor’s degree in business, public policy, or a related field. Combinations of related education and experience may be considered. Preferred qualifications include professional experience in areas related to enrollment services such as recruiting, admissions, counseling, and/or marketing, or a related field (i.e., business, communications, etc.). Preferred candidates possess excellent written and verbal communication skills in both Spanish and English (bilingual), the ability to work with diverse populations, and possess a cultural competency of the Hispanic/Latinx community in south central and southeastern Indiana, as well as an awareness surrounding the aspirations and the needs of the Hispanic/Latinx college going students. Applicants must possess a valid U.S. driver’s license and be able to drive during daylight and evening hours to event locations. Must be able to be insured by Indiana University.

The successful candidate should possess the ability to respond effectively to the needs of a diverse and demanding student and parent population; Managerial and reasoning skills; Organizational skills to manage multiple projects; Highly effective collaborative and interpersonal skills; Excellent verbal, written, listening skills; Customer service, and public speaking skills; Assertiveness and attention to detail; Able to meet deadlines; Marketing skills; Ability to use computer software programs utilized by the university.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in the position must apply online at https://jobs.iu.edu/. Search for Job ID 302017 to view the complete position description and to apply. A resume must be submitted with your online application. This opportunity is available to internal and external candidates and the deadline for applications is August 29, 2022, or until filled.

BENEFITS/PERKS
University-sponsored benefit plans are a significant part of Indiana University’s total compensation package. You may want to go to http://hr.iu.edu/benefits/ to learn more about the resources, services, and other generous benefits available to Indiana University employees.

Columbus is located one-hour south of Indianapolis, 1 ¼ hours from Louisville, and 1 ½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design — right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: http://www.iupuc.edu/ and http://columbus.in.us

COVID Information: Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time. Beginning with the fall 2021 semester, all Indiana University students, faculty, and staff will be required to be fully vaccinated for COVID-19 as a condition of enrollment / employment. To learn more about this requirement, view our COVID-19 vaccine information page.

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services. The Annual Security and Fire Safety Report, containing policy statements, crime, and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu