

University of Arkansas at Pine Bluff
Office of Admissions

EDUCATION COUNSELOR

The Education Counselor facilitates the admissions process, which includes but is not limited to processing admission applications and credentials to admit first time applicants, transfer, returning, and international/graduate students. Enters appropriate demographic and academic data in the Colleague System. Confers with parents and students relative to their admissions status and answers questions pertaining to entrance requirements and general information about the University; ensures compliance with immigration rules and regulations; prepares reports and complete surveys for agencies, and other external entities; and perform other duties as assigned or needed.

Minimum Qualifications: The formal education equivalent of a master's degree in Education, Counseling, or Counselor Education; plus one year of experience in counseling or related field. The preferred candidate should be familiar with and have experience with college/university admissions; have experience with Colleague and Datatel with a willingness to learn the appropriate administrative software; possess excellent human relations and communication skills; able to decipher academic transcripts and be proficient in Microsoft Word, Excel and PowerPoint. Experience with traditional and electronic media (webpage, email, electronic communication and management/communication tools) is also preferred.

The ideal candidate will be a team player who is highly motivated, goal oriented, attentive to detail, able to manage multiple priorities, and work under seasonal pressure. The candidate will possess a demonstrated ability to work well with a wide range of constituencies and be willing to work a varied schedule that may include evenings and weekends during peak periods is required.

SALARY: Grade C119 – State Pay Plan

Application Process: Submit an application and resume with the name, address and telephone numbers of three references to:

Human Resources Department
University of Arkansas at Pine Bluff
Mail Slot #4942
Pine Bluff, AR 71601

Deadline for Applications: Applications accepted until position is filled.

*UAPB is an Equal Employment/Affirmative Action Employer and full participation
by Women and Minority Groups is encouraged.*

E-Verify Employer

Posted: 07/28/15