University of New Haven Admissions Counselor – Search #12-117

The University of New Haven seeks an energetic and team-oriented professional to serve as Admissions Counselor. Reporting to the Associate Director of Undergraduate Admissions, the counselor is responsible for the overall recruitment of prospective undergraduate students in a particular geographic region.

Extensive travel to cover college fairs and visit high schools is required. The new counselor will conduct enthusiastic information sessions on campus, review and evaluate applications for admission, and assist with the planning and implementation of events on campus. Extensive outreach and follow-up to recruit students and the ability to develop and implement new strategies to attract and retain qualified students is also required.

The successful candidate will possess strong customer service and interpersonal skills, excellent organizational skills, and the ability to work independently. Evening and weekend work is required on a regular basis. A bachelor's degree from an accredited institution is required for this position.

Applicants should submit a cover letter and resume with a list of 3-5 professional references to:

Search Committee Chair
Search #12-117
University of New Haven
300 Boston Post Road • West Haven, CT 06516
via email to hrdept@newhaven.edu

you must include the search # in the subject line to be considered for the position

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