

# VERMONT TECH

July 27, 2016

## POSITION ANNOUNCEMENT

- Position: **Admissions Counselor II - Interim Appointment Available immediately through May 2017.**  
Full-Time, Exempt, VSC-UP PAT, VSC Grade 10
- Location: Randolph Center Campus  
**Will require extensive travel**
- Compensation: Within the VSC Grade 10 salary range and includes VSC-UP benefits package.
- Responsibilities: Represent the College as a student recruiter within a designated geographical area between August and December.
- Assist in planning and participating in various special events.
  - Perform various administrative tasks, such as preparing reports and scheduling travel.
  - Confer regularly with supervisor, admissions staff, faculty alumni and others to plan, coordinate and evaluate activities, exchange information and resolve problems.
  - Keep abreast of College programs, policies and procedures.
  - **Duties performed in standard office setting but with predictable need for extensive travel.**
  - **Work outside of regular business office may be expected.**
- Qualifications: Bachelor's degree required, with master's degree in student personnel services or other appropriate discipline desirable, plus one to three years of admissions experience or a combination of education and experience from which comparable knowledge and skills are acquired.
- **Ability to travel extensively both in and out of state.**
  - **Ability to work some nights and weekends.**
  - **Facility with computer application skills including database management, spreadsheet and Excel functions, email presentations and word processing functions.**
  - Good knowledge of admissions operations.
  - Focus on working with Engineering Technology Departments.
  - Excellent interpersonal, communication and organizational skills.
  - Ability to deal effectively with high school students, parents, guidance counselors, students/faculty/staff/alumni and others.
  - Public speaking, individual interviewing/advising, telemarketing and sales skills essential.
  - Good understanding of the educational goals/objectives of Vermont Tech.
  - Ability to work independently.
  - **Valid driver's license**
- Starting Date: ASAP – May 2017

Application Deadline:

Applications accepted until position is filled. Applications received after the first screening will be considered at the discretion of the College. **Incomplete application materials will not be considered.**

To Apply:

Submit a **mandatory** Vermont Tech employment application, with resume and cover letter to jobs @vtc.edu. (Employment application is available on the VTC website: [www.vtc.edu](http://www.vtc.edu) )

**NOTE: All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.**

**Vermont Tech strongly encourages applications from members of ethnic minority groups and other underrepresented backgrounds. Vermont Tech is an Equal Opportunity employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.**