

Online Admissions Counselor and Graduate Admissions  
Counselor (2 Positions)  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=151981>

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Posted Dec. 18, 2020, set to expire Apr. 19, 2021

<b>Job Title</b>	Online Admissions Counselor and Graduate Admissions Counselor (2 Positions)
<b>Department</b>	Office of University Admission
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Dec. 18, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Counseling Services Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://www.kean.edu/offices/human-resources/employment/staff-positions">https://www.kean.edu/offices/human-resources/employment/staff-positions</a>
<b>Apply By Email</b>	<a href="mailto:gradadmissionsjobs@kean.edu">gradadmissionsjobs@kean.edu</a>

**Job Description**

The Counselors (Professional Services Specialist IV) report to the Associate Director of Graduate, Online and Adult Admissions and are responsible for actively recruiting graduate and doctoral students or online students; performing basic professional functions using established policies, procedures, precedents and guidelines; and performing related work as required. The Counselor provides essential student support services and excellent customer service to prospective and current Kean University students and their families. These positions require extensive travel and a flexible schedule including evening and weekend hours.

These are not remote positions and require physical presence on campus as determined by the Supervisor. They require working on campus during the COVID-19 pandemic and interacting directly with students following all procedures and protocols set forth in the University's Restart Plan and any



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procedures/protocols created through additional correspondence. The employee must have the ability to wear a face covering for the duration of the workday during the COVID pandemic or as determined by university.

Qualifications: Graduation from an accredited college with a Bachelor's degree; one year of professional experience in an enrollment management area in an institution of higher education or working directly with admissions, student recruitment and retention initiatives in higher education; transportation for recruitment travel; and a driver's license valid in the State of New Jersey is required. Experience in an admissions office in an institution of higher education is preferred. Datatel Colleague and Ellucian Recruiter experience is also preferred. Candidate must be able to lift, handle and transport recruitment materials and equipment. Excellent oral and written communication skills are essential.

Application: Please send cover letter, resume and contact information for three professional references to: Mr. Carlos Nazario, Search Committee Chairperson, by email to [gradadmissionsjobs@kean.edu](mailto:gradadmissionsjobs@kean.edu). Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees and three current letters of recommendation are required prior to the starting date of employment.

### **EEO/AA Policy**

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Mr. Carlos Nazario  
Office of University Admission  
Kean University  
Union, NJ



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