

Admissions Counselor  
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=260494>

Downloaded On: Oct. 4, 2025 11:20am

Posted Aug. 1, 2025, set to expire May 10, 2026

**Job Title** Admissions Counselor  
**Department** Admissions and Recruiting  
**Institution** Alcorn State University  
Lorman, Mississippi

**Date Posted** Aug. 1, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Admissions/Student Records/Registrar

**Job Website** <https://jobopps.alcorn.edu/postings/7693>

**Apply By Email**

**Job Description**

The Admissions Counselor reports to the Director of Admissions and Recruiting while serving as the liaison between the prospective student and the university to achieve the optimum student enrollment.

**Essential Job Functions**

- Maintain current knowledge of university admission policies and be able to communicate and interpret them to interested individuals
- Promote the university and its programs among prospective students, parents, teachers, counselors and other groups, individuals, agencies and organizations that might be interested and/or might be persuaded to have interest in the university by maintaining current knowledge of the same.
- Serve as a counselor to prospective students.
- Assist in admission procedures by evaluating prospective student records (transcripts,

Admissions Counselor  
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=260494>

Downloaded On: Oct. 4, 2025 11:20am

Posted Aug. 1, 2025, set to expire May 10, 2026

- ACT/SAT scores, recommendations, etc...)

**Qualifications**

- Bachelor's degree
- 3 years experience in student support in higher education setting.

**Contact Information**

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

**Contact**

,