

Admissions Counselor Alcorn State University

Direct Link: https://www.AcademicKeys.com/r?job=260494
Downloaded On: Nov. 19, 2025 8:06pm
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,



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• 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

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