

Admissions Counselor  
Alcorn State University

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

Downloaded On: Aug. 2, 2025 7:14am

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

<b>Job Title</b>	Admissions Counselor
<b>Department</b>	Admissions and Recruiting
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Aug. 1, 2025
<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>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7693">https://jobopps.alcorn.edu/postings/7693</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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.

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**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, 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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