

Graduate and International Admissions Counselor, Office  
of University Admissions  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=228698>

Downloaded On: May. 9, 2024 12:01am

Posted Jan. 11, 2024, set to expire May 12, 2024

<b>Job Title</b>	Graduate and International Admissions Counselor, Office of University Admissions
<b>Department</b>	
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Jan. 11, 2024
<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://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Graduate-and-International-Admissions-Counselor--Office-of-University-Admissions_R2565-1">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Graduate-and-International-Admissions-Counselor--Office-of-University-Admissions_R2565-1</a>

**Apply By Email**

**Job Description**

**External Applicant Instructions**

- Please upload your resume/CV for automatic population of information to your Kean application.
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**Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.**

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

## **Office of University Admissions**

### **Graduate and International Admissions Counselor**

Reporting to the Director of Graduate, International and Special Population Admissions, the Graduate and International Admissions Counselor (Professional Service Specialist IV) plays a pivotal role in attracting, evaluating, and admitting prospective graduate and international students to Kean University. This position assists with developing and implementing strategic admissions processes, guides students through the application process, evaluates credentials, and provides guidance to finalizing enrollment. The Admissions Counselor will collaborate and maintain relationships with international partners and with various faculty and University departments to ensure a smooth transition for admitted students; performs basic professional functions using established policies, procedures, precedents and guidelines; and does related work as required. *This position requires travel and a flexible schedule including evenings and weekend hours.*

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**Qualifications:** A Bachelor's degree from an accredited college and one year of professional experience in education working with admissions, student recruitment and/or retention initiatives, study abroad, international studies, enrollment services, or in a related field, or professional experience in recruitment, marketing, sales or customer service is required. Transportation for recruitment travel and a driver's license valid in the State of New Jersey is also required. Excellent oral and written communication skills and knowledge of computer databases, information systems and new technologies, including social media, virtual platforms and higher education CRM systems are essential. Experience with Ellucian and/or SLATE is a plus. Essential job functions include driving and the ability to lift, handle and transport recruitment materials and equipment over short and long distances.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

**Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.**

### **Additional Information**

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).



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### **Diversity & Non-Discrimination Statement**

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

### **EEO/AA Statement**

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**

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