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Undergraduate Admissions Counselor Position Announcement

Commission for Blacks

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The University of Tennessee
Undergraduate Admissions Counselor

POSITION ANNOUNCEMENT

The University of Tennessee, Knoxville invites nominations and applications for the position of Admissions Counselor.

Desired Qualifications:

Bachelor's degree required. Course work in Education, College Student Personnel, Business Administration, Marketing, Communications or equivalent work experience in higher education is desirable. Professional experience in admissions, counseling, or advising at a regionally accredited college or university is advantageous. Ability to give oral presentations, attention to detail, and well developed writing, listening and interpersonal skills are necessary. Should be open to working with new technologies to enhance recruitment. Ability to travel individually to in and out-of-state locations and to lift, transport and distribute objects that exceed 40 pounds is required.

Duties/Responsibilities:

The position involves the recruitment of students from high schools and community and junior colleges throughout the state of Tennessee and in selected out-of-state areas. Extensive individual travel is required. Activities include counseling with a diversity of prospective students and their parents, representing the University at high school recruiting events, giving oral presentations, telephoning prospective students, evaluating written admissions applications and supporting documents, serving as liaison with faculty and staff involved with the admissions process and working with alumni.

Applicants should submit a cover letter detailing relevant experience along with a resume and the name, address and telephone number of three references. Applications and nominations should be received by October 20, 1998, but will be accepted until the interview process begins. They should be sent to:

Chair
Undergraduate Admissions Counselor Screening Committee
320 Student Services Building
The University of Tennessee
Knoxville, Tennessee 37996-0230

The University of Tennessee, Knoxville, does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment ACT (ADEA) or any of the other above referenced policies should be directed to the Office of Diversity Resources & Educational Services (DRES), 2110 Terrace Avenue, Knoxville, TN 37996-3560, telephone (423) 974-2498 (TTY available). Requests for accommodation of the disability should be directed to the ADA Coordinator at the Office of Human Resources Management, 600 Henley Street, Knoxville TN 37996-4125.