University of Wisconsin-Madison
Admissions Counselor
Application Deadline: April 1, 2016

The University of Wisconsin-Madison invites applications and nominations for five Admissions Counselor positions in the Office of Admissions and Recruitment. UW-Madison is a major research university, nationally and internationally renowned. The Office of Admissions and Recruitment recruits nationally and receives nearly 40,000 undergraduate applications annually.

Admissions counselors assist prospective freshman and transfer students in navigating the college selection process with a goal of attracting, recruiting, admitting, and enrolling a talented, geographically diverse student body. In addition to general admission duties, the incumbent will be assigned to work on one or more targeted areas that include: domestic, multicultural, transfer or international recruitment, event planning or marketing and communications. The incumbent will work with a range of constituents including students, parents, guidance counselors, transfer advisors, alumni, and campus stakeholders. Admissions counselors are expected to give presentations and engage in recruitment and outreach activities on campus, around the state, and across the country. Admission decisions are made using a selective, comprehensive and holistic review process. Evening and weekend work is required during peak times.

Complete details and application instructions can be found at http://go.wisc.edu/f71010. Failure to follow application directions found in the details could result in being disqualified from the applicant pool. To ensure consideration, application must be received by: 4:00 pm on Friday, April 1, 2016.

These full-time academic staff positions (PVL #85595) are available with a desired begin date of May 2, 2016. A competitive salary and benefits package will be offered, with title and salary dependent on qualifications. The minimum starting salary is $38,500.

The mission of the Division of Enrollment Management (Offices of Admissions and Recruitment, Student Financial Aid, Registrar, and Integrated Student Information Systems) is to provide access to higher education and collaborate with campus partners to ensure student success. We are committed to the highest standard of service for our students, colleagues, visitors, and other customers. Staff will serve as role models by practicing exemplary, respectful and inclusive behaviors in all of our interactions.

UW-Madison is an equal opportunity/affirmative action employer.

Unless confidentiality is requested in writing, information regarding the applicants must be released upon request. Finalists cannot be guaranteed confidentiality.