

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: October 23, 2009 Department: Recruitment, Admissions and Retention
 SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: November 23, 2009 Date position to be filled: Until filled

Position Title: Admissions Counselor/ Recruiter

Salary (annual): _____ or Salary Range: \$27,000 to \$30,000

Please check all categories that apply to this position:

Status

- Part-time

% of time
 Full-time

Faculty Position

- Temporary
 Tenure
 Tenure Track (Probationary)
 Grant
 Contract

Unclassified Position

- Administrative
 Temporary
 Permanent
 Grant
 Contract

Classified Position

- Probationary
 Job Appointment
 Provisional Appointment

Contact Person: Leatrice Latimore Telephone No: 504-286-5314

Contact Email Address: llatimor@suno.edu

Contact e-mail address is for: Human Resources utilization only Posting to VAS website

Brief job description

Responsibilities include: planning and implementing strategies to attract students to Southern University at New Orleans; planning and implementing campus-based recruitment programs and activities; corresponding with prospective students; attending high school and community college recruitment programs; advising prospective students on the admissions process; coordinating with colleges and departments to continuously update information; scheduling and conducting campus tours; processing student applications and information cards in SIS Plus (Banner). Frequent local and some out-of-state travel is required. Must have vehicle suitable for local travel and a valid driver's license.

Minimal qualifications

Minimum of a bachelor's degree in an appropriate field; excellent written and oral communication skills are required; prior recruitment experience is desirable; ability to adapt to a flexible schedule; ability to travel outside of New Orleans area for recruitment. Must have vehicle suitable for local travel and a valid driver's license.

Remarks

Send letter of application; resume, official transcript, and three letters of recommendation.

Apply To: Leatrice Latimore, Interim Director
Recruitment, Admissions and Retention
Southern University at New Orleans
6400 Press Drive
New Orleans, LA 70126

AN EQUAL OPPORTUNITY EMPLOYER