

INDIANA UNIVERISTY SOUTHEAST  
ADMISSION COUNSELOR FOR HIGH SCHOOL & INTERNATIONAL RECRUITMENT

OCCUPATIONAL SUMMARY:

The Admission Counselor for High School and International Recruitment serves as the primary representative to recruit and facilitate the application process of undergraduate international students. Perform international transcript/credential evaluations and serve as primary International student contact. Plan, coordinate, conduct, and evaluate the recruitment of undergraduate students from parochial high schools in Jefferson County, Kentucky. Coordinate and participate in recruitment programs both on and off campus.

MINIMUM REQUIREMENTS:

Bachelor's degree required; Master's degree preferred

College student personnel or relevant work experience in secondary or higher education preferred

Experience working with SEVIS and knowledge of immigration regulations pertaining to international students desired

Ability to serve as Designated School Official (DSO) for the University's F-1 program required

US citizenship or permanent residency required as per DHS regulations

Valid Driver's License

Computer skills including the Microsoft Office Suite

Experience with student information systems (preferred)

Excellent written and oral communication skills

Proven orientation to quality services

Ability to lift 20 pounds

Sedentary work; sitting for extended periods

#### DUTIES AND RESPONSIBILITIES:

Plan, implement, and evaluate strategies to recruit prospective undergraduate international applicants.

Serves as the primary point of contact for prospects, applicants, admits and enrolled undergraduate international students.

Establish and maintain contacts with key external organizations to inform and recruit undergraduate international students.

Provide appropriate follow-up of international students and establish and maintain contact to collaborate with key internal campus partners to better recruit and retain undergraduate international students.

Serve as the primary campus liaison with the IU Bloomington International Office of Admissions and the Office of International Services.

Facilitate the review and evaluation of international applicants and those with international education with the International Admissions Office on the Bloomington campus.

Develop an appropriate communication plan to recruit International students and conduct follow-up activities with prospective and admitted students by mail and e-mail.

Plan, coordinate, conduct and evaluate the recruitment of prospective parochial high school students from Jefferson County, Kentucky.

Provide answers to inquiries about IU Southeast programs, policies, and services.

Assist with the development and design of appropriate publications.

Collaborate and coordinate recruitment activities with other staff in admissions and from other campus offices.

Assist in the overall development and implementation of plans, programs, services, and research to recruit undergraduate students.

Perform other related duties incidental to the work described herein.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all the duties, responsibilities, and skills.

Apply online: <http://www.ius.edu/hr/prospective-employees>

Please direct questions to Chris Crews ([cmcrews@ius.edu](mailto:cmcrews@ius.edu)).