



## Position Announcement

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### Western Connecticut State University Admissions Representative

Western Connecticut State University is pleased to announce that applications are being accepted for an Admissions Representative.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

**Position Summary:** Reports to the Director of Admissions, the Admissions Representative is responsible for assisting with the coordinated recruitment and admission activities for the University. Executes the recruitment, evaluation, and selection of students. Participates in travel, correspondence and follow-up with prospective students, and the general public. Assists in special projects/programs, interacts with members of the University Community as required. Duties include:

- Evaluates applications for admissions. Endeavors to obtain and share with colleagues updated information about the field of admissions, new procedures, and policies, etc.
- Visits secondary schools and community colleges for recruitment purposes to explain programs and requirements.
- Communicates and interacts with academic and administrative departments and offices, as well as, community agencies.
- Arranges tours, class visitations, and other visits by other potential applicant groups.
- Provides suggestions and guidance to the Director of Admissions concerning the options of the admissions function within the University.
- May oversee the placement testing of the entering class.
- Conducts interviews with prospective students and meets with parents.

**Qualifications:** Bachelor's Degree is required. One to two years of experience in admissions or another student service experience at an institution of higher education is required. Familiarity with admissions computer software and applications are preferred. Must possess good interpersonal skills. This position requires the incumbent to be available to attend evening and weekend recruitment activities, as well as regional overnight travel and possess the ability to transport themselves to recruitment activities off campus.

**Salary & Benefits:** The hiring salary range is \$55,074 - \$75,163 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at [www.wcsu.edu/hr/benefits/](http://www.wcsu.edu/hr/benefits/). All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.



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**Application Process:** Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Please name your materials with your last name and email your materials to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – Admissions Representative. Application materials must be emailed to: [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu) and must be received no later than **Monday, May 20, 2024**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. <http://wcsu.edu/diversity/affirmative-action-data-questionnaire/>. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at [stokesk@wcsu.edu](mailto:stokesk@wcsu.edu). Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

**Western is an Affirmative Action Equal Opportunity Educator/Employer**