Job Description

**Job Title:** Admissions Advisor  
**Job ID:** 3113  
**Location:** Lehman College  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular  

**GENERAL DUTIES**  
Coordinates and contributes to student recruiting activities.  
- Conducts open house sessions and orientations to ensure applicants are fully informed of requirements and processes  
- Assists in direct recruiting at high schools, community outreach events, and other appropriate locations  
- Provides general information on programs and services in person or by telephone, email, or letter  
- Maintains current information about College programs and degree requirements  
- Performs related duties as assigned  

**Contract Title**  
Assistant to HEO

**FLSA**  
Non-exempt

**Campus Specific Information**
Under the supervision of the Associate Director of Admissions:
- Visit metropolitan and suburban area high schools, colleges and community agencies that constitute the College's feeder and/or potential feeder institutions for field recruitment, enrollment and conversion events.
- Evaluate international credentials for admission and transfer credit evaluations.
- Support the Admissions Office by covering the Admissions counter; provide pre-admissions and one-to-one admissions counseling for in-house applicants as well as telephone counseling.
- Assist with on-campus recruitment events such as conferences for high school college advisors, open houses, campus tours, borough-wide college fairs and similar admissions recruitment events/college fairs hosted by Lehman.
- Represent Admissions on Lehman and CUNY committees concerned with recruitment when requested by the supervisor.
- Collaborate with the Director and Associate Director of Admissions in admissions processing, especially during the direct admission cycle and registration peak periods.
- Handle other related duties as assigned by the Director and Associate Director of Admissions.

MINIMUM QUALIFICATIONS
Bachelor's Degree required.

OTHER QUALIFICATIONS
- Two years experience in college-level admissions and recruitment preferred.
- Evening and weekend work required.
- Driver's License and automobile preferred.

COMPENSATION
$43,662 - $69,846

BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY
To apply, please log on to: www.cuny.edu. Click on "Employment" and scroll down to "Application for Employment." Click on "Apply for a job online Job Posting on CUNYFirst" and search for the job posting. Current users of the site should access their established accounts; new users should click the appropriate link to register. Applications must be submitted through CUNYFirst. Applicants must upload one document which includes cover letter, resume and the names, addresses and telephone numbers of at least three professional references.

Please follow instructions under How to Apply Online.

CLOSING DATE
Open until filled with review of resumes to begin July 23, 2010.

EQUAL EMPLOYMENT OPPORTUNITY
The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.