Admissions Counselor and African/African American Liaison
Office of Admissions, Academic and Student Affairs Division

METROPOLITAN STATE UNIVERSITY, a vibrant and growing public, urban university, is seeking applicants for the position of Admissions Counselor and African/African American Liaison. This is a full-time, probationary position within the Office of Admissions. The incumbent is responsible for the recruitment, admission, retention, and graduation of prospective students with a focus as a liaison to the African/African American population. Responsibilities include the recruitment and counsel of prospective students for Metropolitan State University.

Responsibilities:

- Recruit and counsel prospective students on the admissions policies and procedures for admission to Metropolitan State University with a focus on African/African American students on campus and at numerous community locations.
- Provide intake services to newly admitted students and students in the admissions process, and for students being readmitted, maintaining comprehensive knowledge of the University's mission, academic programs, and procedures for all students.
- Manage an established territory of partner local businesses and organizations where prospective students, with priority on the African/African American community, matriculating to Metro State can be served.
- Provide effective student support, advocacy and appropriate recruitment and on-board advising strategies in collaboration with support services at Metropolitan State University.
- Provide support to African/African American Student Organizations.
- Provide referrals to other services when appropriate.
- Assist and collaborate with educational/cultural programming around African/African American issues
- Contribute to the University's larger efforts to create a climate that values and actively supports inclusiveness and diversity.

Minimum Qualifications:

- Bachelor's Degree
- 3 years of experience in college admissions, recruiting, or related student services experience in a college setting

Preferred Qualifications:

- Experience analyzing data and using results to inform/create strategy.
- Experience working with post-traditional learners.
- Ability to work effectively in a diverse and dynamic multi-campus organization within a team-oriented environment.
- Demonstrated knowledge of understanding African/African American cultures, histories and languages and understanding networks of non-profit and community resources in the urban communities.
• Must be articulate and possess outstanding interpersonal skills.
• Ability to work as a team member to achieve departmental goals and objectives is essential.
• Excellent speaking, writing and organizational skills.

Physical Requirements of the Job: Requires occasionally lifting such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job is in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Other Job Requirements: Ability to work occasional evenings and weekends. Possession of a valid driver’s license.

Please Note: This position will have a primary work site of North Hennepin Community College with the balance of time located on the St. Paul Campus.

The University: Metropolitan State University, a member of the Minnesota State Colleges and Universities System, serves approximately 11,000 students in the greater Twin Cities Metropolitan area. We are the most diverse university in the system, with approximately 41% of our students coming from communities of color. The university offers programs leading to baccalaureate, masters and doctoral degrees. We provide accessible, high quality liberal arts, professional and graduate education with continued emphasis on marginalized groups, including adults and communities of color. Recognized in 2008 by the Carnegie Foundation for Community Engagement and named to the President’s Higher Education Community Service Honor Roll, the university is committed to academic excellence and community engagement through curriculum, teaching scholarship and services designed to support an urban mission. Visit our web site at http://www.metrostate.edu

The School/Academic Department: The mission of the Office of Admissions is to recruit, admit, and serve an eligible, diverse student population regionally, and nationally. It embraces the University’s commitment to attain the quality of students who are able to matriculate and graduate. The Office of Admissions also maintains the integrity of the admissions process; thus ensuring efficient and systematic evaluation of credentials. Through multiple recruitment strategies, the Office of Admissions works to ensure that eligible students have access to higher education.

Salary: This is a Minnesota State University Association of Administrative and Service Faculty (MSUAASF) Range C position with a salary range of $41,464 (minimum) to $71,819 (maximum). Salary is commensurate with education and experience, and is determined by the collective bargaining agreement between Minnesota State Colleges and Universities (MnSCU) and the MSUAASF organization.

* Employment for this position is covered by the collective bargaining agreement for the MSUAASF which can be found at: http://www.hr.mnsuc.edu/contract_plans/2015-2017_MSUAASF_Contract.pdf

Application: To apply, go to http://agency.governmentjobs.com/metrostatemn/default.cfm

Applications must be received by 11:59 PM on Closing Date: Sunday, October 16, 2016

Qualified applicants are required to attach the following documents to their online application:
• Cover letter of interest addressing how your qualifications align with the requirements of this position.
• Current curriculum vita or resume.
• Names of four (4) references with addresses, email addresses and telephone numbers.
• Transcripts - Valid unofficial copies of your transcript from highest degree earned or from Bachelor's degree showing conferred/awarded date, your name and the academic institution’s name/logo are required. We do not accept copy/paste word documents with a list of courses/grades or DARS reports. If selected for hire, official original transcripts will be required.

If you need help submitting your online application, please contact NEO GOV @ 1-855-524-5627 for technical assistance.

If you have other questions related to this position announcement, please contact Human Resources, Search & Selection Specialist, Carla Ballard @ 651.793.1319.

For TTY, call Minnesota Telecommunications Relay Service (TRS) at 7-1-1 or 1-800-627-3529.

Notice: In accordance with the MnSCU Vehicle Fleet Safety Program, employees driving on university business who use a rental or state vehicle shall be required to conform to MnSCU’s vehicle use criteria and consent to a motor vehicle records check.

Metropolitan State University is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

The University provides reasonable accommodations to qualified individuals with disabilities upon request.