The Undergraduate Admissions Office at Colorado School of Mines invites applications for an Admissions Counselor with a focus on underrepresented groups and student athletes.

Located in Golden, in the foothills of the Rockies, 13 miles west of Denver and 21 miles south of Boulder, Mines has enrollment of over 5,400 students in undergraduate and graduate degree programs in engineering and applied science. For more information visit us at: www.mines.edu.

Responsibilities: The Admissions Counselor is a full-time, 12-month, campus-based position which reports to the Director of Admissions and is a member of the Enrollment Management Team. The position is primarily responsible for visiting high schools, advising prospective students and their families on admissions to Mines, evaluating applications for admission, encouraging enrollment and other general Admissions Office activities. The Admissions Counselor will serve as the lead Admissions staff person in identifying, developing and facilitating Mines’ underrepresented student recruiting efforts and in identifying, developing and facilitating the enrollment process for prospective student athletes through collaboration with Mines coaches. The position represents Mines at scheduled college day/night programs/events throughout Colorado and will serve as a member of the Freshman Admissions Evaluation Team. On rare occasions, may be required to travel outside of the state.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Qualifications: Bachelors’ degree and moderate amounts of demonstrated experience working in a student services office within a high school, pre-collegiate program or college setting with students including those from socially, racially and ethnically diverse populations are required. Candidates must demonstrate professional oral and written communication skills, excellent interpersonal and organizational skills, and strong public speaking skills. Must be highly detail-oriented and experienced working both independently as well as within a team. Must possess a valid driver’s license and current valid personal auto insurance.

Preferred Qualifications:
- Prior experience in a college or university admissions office
- Fluency in English and Spanish
- Familiarity with integrated student information systems (i.e., Banner or similar system)
- Familiarity with constituent relationship management systems
- Proficiency with word processing, spreadsheet and database programs

CSM is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Employment with CSM is contingent upon the satisfactory completion of a background investigation.
Admissions
Admissions Counselor

Compensation: Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: http://family.mines.edu/

How to Apply: Applicants must send a letter of application and résumé addressing the position’s requirements, along with the names and contact information of three professional references to: Colorado School of Mines, Search #16-390260, Human Resources Office, Search 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by March 31, 2016.