

Position Title: Transfer Admissions Counselor
Position Number: FP327A
Application Review Begins: 11/15/09

Old Dominion University seeks a Transfer Admissions Counselor to join the Admissions Office. This individual will represent the University at various recruitment activities and special events. This position will develop solid working relationships with community college counselors. General responsibilities include reviewing and evaluating transfer applications and freshman applications with AP, IB, CLEP, DANTEs or dual enrollment credit, co-chairing the transfer admission decision-making committee, conducting admissions interviews and conducting group information sessions for prospective students and their families. This position will require frequent evening and weekend hours, as well as occasional overnight travel.

A Bachelor's degree from a regionally accredited institution with professional experience equivalent to a Master's degree and a valid driver's license are required. Candidate should have demonstrated ability to interact professionally with public; organize work; and interpret, explain and apply a variety of policies, regulations and standards. A Master's degree is preferred. The ideal candidate must possess excellent oral and written communication, customer relations, and problem resolution skills. Successful recruitment or public relations experience preferred. Experience in marketing, higher education, or admissions is also preferred. The salary for this position is \$30,000.

Submit a letter of application, resume and contact information for three professional references to:

Transfer Admissions Counselor Search Committee Chair
Old Dominion University
108 Rollins Hall
Norfolk, VA 23529

Review of applications begins on November 15, 2009 and continues until the position is filled. Old Dominion University is an equal opportunity, affirmative action employer and requires compliance with the Immigration Reform and Control Act of 1986.