



Admissions Counselor

Kentucky Wesleyan College is a leader in liberal arts and professional education with a long-standing reputation for quality and academic excellence. Currently serving approximately 700 students, Kentucky Wesleyan provides a challenging and supportive academic experience, a positive work environment, and a stimulating culture. Kentucky Wesleyan produces highly qualified graduates who become successful professionals in the career of their choice and valuable members of their communities.

Kentucky Wesleyan College seeks applications for the full-time position of Admissions Counselor. There are two positions available. The Admissions Counselor assists in the development and implementation of a comprehensive marketing and recruitment program. Responsibilities include but are not limited to:

- Traveling to and recruiting students from a specific region through school visitations, college fairs, personalized communications, etc.
- Interviewing, counseling, and assisting prospective students and their families on admission-related matters, including the admissions process, financial aid and scholarship opportunities, housing options, and co-curricular activities.
- Developing and nurturing relationships within the recruiting areas.
- Actively participating in Admissions' events.

Applicants must have excellent communication and interpersonal skills, the ability and willingness to travel extensively, and strong organizational and computer (MS Office) skills, as well as a bachelor's degree, the ability to work independently, and a valid driver's license. Social media experience is preferred. Applicants must be able to work some evenings and weekends.

To apply, please submit a cover letter and resume to Cindy Sublett in Human Resources at csublett@kwc.edu. The College will not sponsor applicants for work visas.

Review of applications will begin immediately and will continue until the position is filled.

Kentucky Wesleyan College is an equal opportunity employer.

Additional information about Kentucky Wesleyan College, the Office of Admissions and Financial Aid, and the Owensboro community may be found at:

- <http://www.kwc.edu>
- <http://kwc.edu/admissions>

- <http://www.owensboro.org>
- <http://owensboro.com>

About Owensboro

Kentucky Wesleyan College is located in Owensboro, Kentucky, a vibrant, beautiful, and safe city on the Ohio River. Owensboro offers a big-city feel with southern charm and is easily accessible from metropolitan locations such as Evansville, IN; Louisville, KY; Nashville, TN; and St. Louis, MO.

With more than 20 annual celebrations, including the International Bar-B-Q Festival, Owensboro is known as Kentucky's Festival City. Owensboro also has the distinction of being named one of the Top 50 Sports Towns in the United States by Sports Illustrated. BusinessWeek ranked the city the "Best Place to Raise Your Kids: 2010" in Kentucky based on the city's low crime, outstanding school test scores, and a low cost of living.