

University of Houston – Clear Lake

Position Description

Job Title: **Enrollment Management Counselor**

Job Code: **3882**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in related area.	
Experience	Two years experience creating and maintaining websites; one year experience with media software to include podcasts, blogs, video conferencing, etc; one year experience with Power Point, MS Word and Excel.	One year experience in marketing and/or recruiting.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Responsible for E-Recruiting efforts of Admissions. Serves as the liaison between Admissions, and internal/external entities for the development and maintenance of E-Recruiting. Develops and coordinates electronic events, services and marketing for Admissions.

Duties and responsibilities	% Time
Develops and implements podcasts, vodcasts, virtual events, blogs, etc.; responsible for updating admissions pages in the portal; develops e-recruiting campaigns and initiatives.	50
Coordinates & develops virtual events.	30
Serve as liaison between Admissions, and internal/external entities for the development and maintenance of e-recruiting. Maintains e-recruiting training materials and documentation; other duties as assigned.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.