



Office of Work Life Engagement

POSITION ANNOUNCEMENT

**Position:** Counselor for Multicultural Outreach and Recruitment (Bilingual)

**Department:** Office of Admissions

**Reports to:** Asst. Director of Undergrad Admissions

**Responsibilities:**

The Counselor for Multicultural Outreach and Recruitment will focus on the development and implementation of a diversity recruitment plan for the historically under-represented Latina/o population. Duties will include representation at recruitment events, high school presentations and outreach to community and faith-based organizations.

This individual will represent the University through on- and off-campus presentations to prospective students, their families, and guidance professionals and assist the admissions team in meeting goals. This individual will be charged with providing admissions info, financial aid guidance, and enrollment assistance in Spanish for prospective students. To support these efforts, this individual will collaborate with the Marketing and Communication department to provide resources and translation for both print and online assets.

Responsible for communication and admission support for all international students, collaborating with the Office of Financial Aid and Scholarships as well as the university SEVIS representative.

Meet or exceed established set goals.

**Qualifications:** Bachelor's degree from an accredited college or university plus one year related experience or equivalent combination of education and experience. Bilingual in English and Spanish required (oral and written).

**Benefits:** This is a 100% FTE position eligible for university benefits.

**Position Available:** Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](mailto:staffjobs@anderson.edu) to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

***AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply.*** Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.