



Success Advisor – Admissions
CSU-Global Campus
Colorado State University System

CSU-Global Campus invites applications for the positions of Success Advisor - Admissions. Three Success Advisors are needed immediately to staff the new Success Center. The University seeks student-oriented, solutions-driven, and energetic persons to recruit and admit non-traditional students to CSU Global Campus.

CSU-Global Campus:

CSU-Global Campus is a new public university being created within the Colorado State University System. The System includes the campuses located in Fort Collins, Colorado, and Pueblo, Colorado, and now, CSU-Global Campus, which is located in Greenwood Village, Colorado. CSU-Global Campus is seeking those with a passion for public higher education who are committed to demand driven, customer centric solutions. We are building an exceptional team with high energy, based on a shared passion for our vision of making available high-quality, affordable online public higher education to every person in the state of Colorado.

General Description of Position, Including Reporting Relationships

CSU-Global Campus seeks applications for the positions of Success Advisor. The individuals hired for this role reports to the Executive Director of Student Success and Services. These are highly-visible, student-centric and integral positions responsible for helping CSU Global Campus meet its strategic admissions and enrollment objectives through the execution of assigned recruitment/admissions duties. Success Advisors will work with prospective learners from inquiry through enrollment. These are 12-month administrative professional positions.

General Description of Position Responsibilities

The Success Advisor will be responsible for the following areas:

- Provide initial advisement to prospective students regarding eligibility for admissions to degree programs
- Counsel with prospective students to develop a success plan based on their background and credentials presented.
- Provide guidance and support to prospective students through admissions cycle:
 - Act as initial point of contact for prospective students
 - Respond to initial inquiries
 - Organize, track and maintain applications
- Responsible for providing a streamlined transition to other success advisors after the admission cycle.
- Promote and represent Global Campus at various recruiting events
- Some in-state travel will be required as well as the ability to work evenings and weekends

Experience and Educational Qualifications

Required Qualifications

- Bachelor's degree from accredited institution
- 1-3 years of experience in college/university admissions*
- Understanding of college recruiting process
- Excellent interpersonal, public speaking and written communication skills
- Ability to manage multiple tasks simultaneously
- Ability to provide cultural sensitivity advising/counseling to students from diverse backgrounds
- Ability to manage sensitive situations with tact and professionalism
- Competence in technology and the ability to utilize tools commonly used in online education
- Strong attention to detail and highly organized
- Student-focused individual with excellent listening skills
- Valid driver's license; willingness to travel in-state and to work a varied schedule



Preferred Qualifications

- Experience working with transfer students and/or adult learners
- Experience in recruitment and admissions process of non-traditional students for an online university

Salary: \$35,700 - \$42,000 (commensurate with experience)

***Substitution**

- Comparable experience in higher education, career counseling, educational advisement and assessment or career development may substitute on a year-for-year basis.

Application

Applications must include: resume; cover letter addressing interest and qualifications; and names, addresses, phone numbers, and email addresses for three references and the attached voluntary Applicant Demographic Sheet. Applications will be held in confidence except for the individuals invited for campus interviews. All applications should be in Microsoft Word format. This announcement will be posted until further notice. **Non-electronic applications will not be accepted.** Email jobs@csuglobal.org make certain that the subject includes the following: Last name, First name and position for which you are applying for.

Dee Martinez
Human Resources
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