



## Employment Opportunity

**Posting Date:** December 22, 2016  
**Title:** Admissions Counselor  
**Status:** Full Time

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This position assists the Dean and the Assistant Directors of Admissions with the development and execution of recruitment, enrollment, and communication strategies. Toward these ends, this position assumes a high degree of responsibility counseling prospective students on law school admissions, legal education and the School's academic program and resources, develops and cultivates relationships with admitted students, participates as a member of the Admissions Committee, reviews applications, and makes admission recommendations. In addition, this position may represent the School at law school forums and graduate/professional school fairs.

**Qualifications:** Bachelor's degree in marketing, public relations, higher education administration or related field (J.D. highly desired); 1-3 years work experience in higher education administration or marketing is preferred; previous experience in admissions is a plus; requires travel up to 15%; high degree of professionalism and ability to work with confidential and sensitive matters; strong interpersonal and communication skills; strong organizational skills; ability to work in a fast-paced environment; ability to work independently and as a member of a team; ability to connect with a wide variety of people; effective listening and counseling skills; responsive, with a strong commitment to providing excellent student service; and familiarity with website management and social media.

To apply please send cover letter and resume, including salary requirements, by e-mail to [hr@mitchellhamline.edu](mailto:hr@mitchellhamline.edu); by fax to (651) 290-8645; or by mail to Human Resources, Mitchell Hamline School of Law, 875 Summit Avenue, St. Paul, MN 55105.

Members of under-represented groups are encouraged to apply. AA/EOE.