



BOWLING GREEN STATE UNIVERSITY

Office of Human Resources  
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## Position Vacancy Announcement

### STUDENT SERVICES COUNSELOR

#### Office of Admissions

**Pay Grade:** 7/\$14.24

**Job Opening Number:** L-61418

**Posted:** Monday, June 8, 2009

**Posting Deadline:** 1:00 p.m., Friday,  
June 12, 2009

**Work Schedule:** Nine-Month, Full-time position. Days/hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday. Full benefit package available.

#### Position Summary

Under administrative direction and general supervision, provides counseling and referral services for prospective and newly admitted students via telephone; Serves as primary processor of freshman applications and credentials.

#### Essential Duties, Tasks and Responsibilities

- Counsels prospective students, parents and general public regarding procedures and requirements to gain University admission, primarily by phone.
- Assists students with applications and official documents required for admission evaluation.
- Provides information and referrals regarding programs and services at BGSU.
- Assists prospective students and the general public in scheduling campus visits and departmental appointments.
- Maintains records, files and computerized applicant racking system on prospective and newly admitted students.
- Processes freshman applications for admission Codes applications, makes file folders, checks transcript drawers, places labels on files and applications, and prepares applications for loading.
- Loads applications for review by automated system and admissions counselor.
- Determines missing application information and follows up with applicant
- Coordinates application workflow and activities; provides instruction and training for student staff.
- Phone responsibilities; acts as first point of contact to departments, prospective students, high school administrators.
- Covers front desk as needed.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

#### Knowledge, Skills and Abilities

- Knowledge of PeopleSoft, data entry in PeopleSoft, as well as familiarity with web based software.
- Typing, organizational, and communication skills.
- Document filing and management
- Supervising and training student employees assigned to processing area

### **Major Worker Characteristics**

Knowledge of public relations; interview techniques; counseling; supervision. Knowledge of office practices and procedures\*. Ability to handle sensitive inquiries and contacts; calculate fractions, decimals, and percentages; write routine business letters reflecting standard procedures; gather, collate, and classify information about data, people, or things; deal with problems involving several variables in familiar context; establish friendly atmosphere as supervisor of work unit. (\*) Developed after employment.

### **To Apply**

BGSU Employment application must be completed and turned into the Human Resource Office prior to the deadline day and time. Additional information, including a resume' and reference letters, can be attached but can not be substituted for the employment application. Internal applicants must sign an Employee Request to Transfer form and attach an updated resume or data sheet prior to the deadline day and time. An employment application can be obtained at the Office of Human Resources or from the following web site: <http://www.bgsu.edu/downloads/execvp/file11149.pdf>

### **Selection Criteria**

Employees: Interview with department; evaluation of experience, training, and education; supervisory evaluation of past work experience. Public applicants: Pre-screening of employment application for minimum state qualifications. Department will determine who will be interviewed through evaluation of experience, training and education. Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr/employment/>

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*Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.*

*We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.*

*BGSU hires only individuals authorized to work in the United States*

*For information regarding BGSU's crime statistics, please visit Public Safety's website at [www.bgsu.edu/offices/safety](http://www.bgsu.edu/offices/safety).*