

## INTERNATIONAL ADMISSION COUNSELOR

### JOB SUMMARY/OBJECTIVE:

The international admission counselor, in collaboration with the Director of Walton International Scholars Program & International Program Manager and the International Student Recruiter and Success Consultant will recruit, screen, and select international students for F1 and J1 enrollment.

The international admission counselor is responsible for overseeing the internationalization of our campus community through strategic partnerships and location expansion. The international admission counselor will assist international students with all visa and immigration documents. The international admission counselor will collaborate with the admission and athletic departments to promote, recruit, and retain F1 and J1 international students.

### RESPONSIBILITIES:

- Possess a strong understanding of the University's mission statement and strategic enrollment goals and how they relate to international recruitment and programming.
- Research international education systems, global trends, current events, and market developments that may impact international recruitment, and maintain current knowledge.
- Develop a strong understanding of strategies for international recruitment.
- Assist in maintaining current international markets while also helping to identify new markets for recruitment opportunities.
- Develop and maintain relationships with prospective international students from the point of application through to enrollment.
- Attend area meetings as requested by the supervisor.

### SKILLS AND ABILITIES:

- Knowledge of services, course offerings, and programs available at Ozarks
- Knowledge of basic theories, principles, concepts, and methodology of international admissions, recruitment, and reporting
- Preferred knowledge of immigration forms
- Preferred study abroad experience
- Excellent oral and written communication skills
- Excellent analytical and organizational skills
- Demonstrated leadership and creativity in program planning

### QUALIFICATIONS:

Bachelor's Degree required.  
2-3 years of recruitment experience preferred.

## ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit [www.ozarks.edu](http://www.ozarks.edu).

## APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed. Please send a letter of application; resume and reference information to: [humanresources@ozarks.edu](mailto:humanresources@ozarks.edu)