



Admissions Recruiter

The primary responsibility of the Admissions Recruiter is to serve as a recruiter for new students. Other duties include assisting with campus visits, college events, and helping the Student Affairs division recruit prospective students.

Required Qualifications include an Associate's degree, excellent verbal, written, human relations, and organizational skills; computer software knowledge, being a self-starter, a fast learner, and possessing motivational and leadership skills. Travel is required with a valid Driver's License.

Preferred Qualifications include a Bachelor's degree and one or more years of experience in Student Affairs, Admissions, or Financial Aid.

Flexible work with main working hours to be a 4-day work week Monday to Thursday. Excellent benefits such as vacation, sick leave, paid LCC tuition for employees and dependents, Kansas Public Employment Retirement System (KPERs), KPERs 457, 403B with matching plan, and the State Plan of Kansas insurances that includes medical, dental, and vision for employee and family. Supplemental insurances are also offered.

The salary range is based on education and experience to begin at \$15 Hourly. This is a full-time, non-exempt position. The position remains open until filled. Review of applications begins April 15th, 2024.

Send an LCC application found at www.labette.edu/hr, letter of interest, resume, unofficial transcript, and certification copy to the Director of Human Resources, Labette Community College, 200 S. 14th, Parsons, KS 67357, fax 620-421-0180, or email hr@labette.edu.

EOE

Labette Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to an individual's race, color, religion, gender identity, sexual orientation, national origin, age, marital status, ancestry, genetic information, or disabilities as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Director Human Resources, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1234, e-mail hr@labette.edu