



CLASSIFIED, EXEMPT STAFF POSITION  
PAY GRADE 16

**Admissions Counselor:** Glenville State College is seeking a highly qualified individual to counsel prospective students concerning admission standards, financial aid, academic goals and required curricular units. The individual will also evaluate all incoming student transcripts, test scores, and all materials required to complete student admission files. The counselor will additionally schedule and facilitate recruiting arrangements; coordinate and implement Pioneer Previews, JROTC/ROPTC, CFWV, Minority Report Online, Call Stars, overlook state car maintenance for admissions, Gear-Up events and school visits on campus, and host family functions for students. Extensive travel is required.

**Qualifications:** a Bachelor's Degree is required, a Master's Degree preferred. Excellent interpersonal skills along with strong organizational, communication and event planning skills are required. Basic knowledge of BANNER or similar student databases and related ability to manage and retrieve information is required. Word processing and spreadsheet application skills are also required.

All applications must include a letter of interest, curriculum vitae/resume, and names and contact information (including phone and email addresses) for five professional references to. These should be sent to:

Human Resources  
Glenville State College  
200 High Street  
Glenville, WV 26351  
Email: [krystal.smith@glenville.edu](mailto:krystal.smith@glenville.edu)

Screening of applications will begin immediately and will continue until the position is filled.

***Glenville State College is proud of its commitment to affirmative action.  
Women, members of minorities and people with disabilities are encouraged to apply.***