Pitt EXCEL (Undergraduate Diversity Program) Academic Counselor/ Recruitment Coordinator – University of Pittsburgh

**Academic Counselor and Recruitment Coordinator**  
Engr-Operations - Pennsylvania-Pittsburgh - (20004491)

Master’s degree or equivalent in student affairs, counseling, social work or a related field from an accredited university is required for this position. Strong interpersonal, writing, and organizational skills are also necessary because of the nature of this position. Experience with social media and digital marketing campaigns is highly desirable. The candidate must be an effective communicator who has experience working with a diverse population of students. The candidate must be able to utilize strategies to reduce educational and social barriers for students from groups traditionally underrepresented in the field of engineering. Finally, the candidate will be expected to motivate students and develop their leadership skills.

This position will have a high level of contact with faculty, students, prospective students and parents, vendors, university departments and departments within the Swanson School of Engineering and University wide. One or more years of administrative experience working in an office setting preferred, as well as clerical, analytical, and problem solving skills. One needs to possess the ability to deal with confidential data, maintain accurate and detailed records; ability to understand and follow directions. Further one needs to have the ability to pay close attention to details, meet deadlines, and remain calm and composed when dealing with difficult individuals. Advanced computer and word processing skills with knowledge of spreadsheet software are required. The Swanson School of Engineering is seeking an Academic Counselor and Recruitment Coordinator for the Pitt EXCEL program. Job duties include academically counseling students, assisting with the development, implementation and evaluation of program activities, and monitoring student progress.

The candidate will regularly interact with the First Year Engineering Office staff, student service personnel within SSOE, the Office of Admissions and Financial Aid, SSOE Recruitment, and other relevant campus offices. The individual is the frontline staff person to prospective high school students and their families. In doing so, the individual:

- Meets with families one on one and in large groups to advise on general admissions related questions and academics.
- Works with the SSOE Recruitment team in regards to local high schools to invite high school groups to campus for an engineering specific visit.
- Assists in the development and planning of new recruitment initiatives for Diversity students.
• Participants in meetings with the Office of Admissions and Financial Aid.
• Directs and counsels current students with questions and concerns on a daily basis.
• Assists in the development and planning of new recruitment initiatives for Diversity students.
• Works weekend recruitment programs on average 2 to 3 times a term.
• Works 2 evenings on average academically counseling Pitt EXCEL students.
• Develops and assists with academic counseling programs.
• Provides other duties as assigned by the Director of Pitt EXCEL.

Master's Degree with 2-3 years of experience and working knowledge of the University of Pittsburgh. Extensive computer skills are essential with knowledge of word processing, database software and knowledge of the registration process. Two to three years experience in office management or office administrator experience. One to two years of fiscal responsibility.

The University of Pittsburgh is an Affirmative Action/Equal Opportunity Employer and values equality of opportunity, human dignity and diversity. EOE, including disability/vets

Assignment Category Full-time regular
Job Classification Staff. Student Services. II
Campus Pittsburgh
Minimum Education Level Required Master's
Minimum Experience Level Required 2-3 years experience
Work Schedule Standard M-F, 8:30 - 5:00; may involve evenings or weekends on occasion
Hiring Range $26,988.00 - $43,212.00
Relocation Offered No
Visa Sponsorship Provided No
Background Check For position finalists, employment with the University will require successful completion of a background check
Child Protection Clearances The following PA Act 153 clearances and background checks are required prior to commencement of employment and as a condition of continued employment: PA State Police Criminal Record Check, FBI Criminal Record Check, PA Child Abuse History Clearance.
Required Documents Resume, Cover Letter

https://cfopitt.taleo.net/careersection/pitt_staff_external/jobdetail.ftl?job=20004491&tz=GMT-05%3A00&tzname=America%2FNew_York