**UW Seattle Admissions Counselor Intern Position Announcement (2 positions):**

The University of Washington (UW) is proud to be one of the nation’s premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service. Our staff not only enjoy outstanding benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.

Admissions, a unit within the Enrollment Management, supports the Provost as well as the University of Washington community.  The mission of the Office of Undergraduate Admissions is to attract and enroll talented and diverse students in order to help create an intellectually and culturally vibrant student body. The values of the university –  integrity, diversity, excellence, collaboration, innovation and respect – are exemplified by the Office of Admissions. The Admissions staff enjoys a fast-paced work environment noted for its commitment to diversity and excellence.

The UW Seattle Office of Undergraduate Admissions has an outstanding opportunity for a 12-month (summer 2015 to summer 2016) Admissions Counselor Intern. This is a full-time paid position eligible for benefits.

**Position Description:**

Primary responsibilities of these positions include: counseling prospective freshman, transfer, international and postbaccalaureate students; responding to admissions inquiries via phone and email; representing the UW at on-campus information sessions; and traveling throughout the West to represent the UW at high schools and college fairs.

Additional responsibilities include application review; assisting in outreach and recruitment programs; giving campus tours on a back-up basis; covering reception desk on a back-up basis; and other duties as assigned.

The position begins June 29, 2015 and ends June 24, 2016.

We are looking for people who are enthusiastic about the UW, have a strong work ethic, and exercise sound judgment, professionalism, and maturity.

When you apply, please submit a resume and a brief cover letter describing your interest in this position.

**Requirements:**

         Bachelor’s degree (or to be completed by start of internship).

         Must be flexible and have the drive to work in a fast-paced office.

         During fall and spring recruitment seasons, this position requires the ability to work evenings and some weekends; travel to remote locations; load and transport admissions materials, displays, and other equipment.

         Strong interpersonal, writing and public speaking skills are necessary, as well the ability to represent the University in a positive way to diverse populations.

*Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.*

**Desired:**

         Involvement in UW clubs or organizations, as well as previous on-campus employment, are also desired. As a role model for prospective students, a strong candidate has had a positive UW experience as a student and campus community member.

         Early applications encouraged.

**Conditions of Employment:**

         Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check.

         Must be able to travel efficiently and effectively to alternate worksites throughout Western United States on a monthly basis.