

ADMISSIONS & RECORDS OFFICER



UIS seeks a professional to evaluate applications and credentials for admission; update data in student system; advise students, staff, faculty regarding admission, residency, degree requirements and transferability of coursework; generate correspondence to students regarding credentials analysis; act as liaison between the Office of Admissions and the program representatives regarding undergraduate admission, academic program prerequisites, and other matters; and, assist with recruitment activities of Admissions. The position requires high school graduation or equivalent and a combination of five (5) years of related work experience and/or college coursework in any discipline (see conversion table in the UIS online posting). Beginning salary starts at \$15.90 per hour.

This position will be provided a comprehensive group insurance program; paid sick days and vacation; retirement and disability program.

If interested in applying for this position at the University of Illinois at Springfield, apply on-line at: <https://jobs.uis.edu/>.

Deadline to apply is March 16, 2018.

***UIS is an affirmative action/equal opportunity employer.
Persons with disabilities, women and minorities are encouraged to apply.***