



Elizabethtown College

Career Opportunity

Admissions Counselor

Elizabethtown College invites applications for an Admissions Counselor. In addition to regional travel, interviews, and application review duties, this position will be responsible for web and social media upkeep, publication development, and support for the College's orientation programming.

The successful candidate will be a high-energy team player with strong organization and communication skills, as well as the ability to manage groups and multi-task. Previous experience with social media, working at a small, selective, liberal arts college, one to three years of experience and bilingual is preferred. A bachelor's degree and valid driver's license are required.

The anticipated hiring range is \$30,000 - \$33,000.

Located in southeastern Pennsylvania, Elizabethtown College offers its 1,900 students more than 53 academic programs in the liberal arts, sciences and professional studies. Driven by its commitment to "Educate for Service," Elizabethtown centers learning in strong relationships, links classroom instruction with experiential learning, emphasizes international and cross-cultural perspectives and nurtures the capacity for lives of purpose and leadership as global citizens. For more information, consult www.etown.edu.

To apply, candidates should send a letter of interest, employment application, resume, and contact information of three references to:

hr@etown.edu (preferred)

-OR-

Elizabethtown College
Attn: Human Resources
One Alpha Drive
Elizabethtown, PA 17022

For more information visit: www.etown.edu/jobs

As an equal opportunity employer, Elizabethtown College is seeking candidates who will enhance the diversity of its faculty, staff, and administration.