

**Eastern Illinois University**  
**Chicago Regional Admissions Counselor - Bilingual Spanish**  
**Position Announcement**

The Office of Admissions at Eastern Illinois University is seeking applicants for the position of Chicago Regional Admissions Counselor – Bilingual Spanish (Executive Territory Manager). This person is directly responsible for the recruitment of traditional undergraduate students to the University. The admissions counselor will manage all aspects of the admissions funnel for prospective students within an assigned geographic territory. Extensive travel (including evenings/overnights/weekends), valid driver's license, car insurance, and the ability to lift 10-15 pounds are expected.

**Position Duties:**

- Manage all aspects of recruiting efforts for specified territory in order to meet stated recruitment goals.
- Represent Eastern Illinois University at college fairs, high schools, community colleges, and other off-campus events.
- Utilize CRM to effectively manage territory.
- Build relationships with and assist prospective students throughout all phases of the enrollment cycle (inquiry through enrollment).
- Conduct phone, e-mail and other contacts with prospective students throughout the admissions process.
- Build relationships with parents, guidance counselors, and other external constituents.
- Promote and adhere to the Mission of the University and employee handbook.
- Maintain and develop relationships with faculty and staff of the University.
- Performs other services as deemed reasonable by the Associate Director and/or Director of Admissions.

**Qualifications:** Bachelor's Degree required. Candidate must be Bilingual in Spanish and English. Two years of experience in Admissions required. 3-5 years of experience in Admissions is preferred. Possess strong communication, interpersonal, and customer service skills. Ability to work independently and as a part of a team. Proficient in the usage of computer programs (Microsoft Office) and other technologies required. Demonstrated commitment to diversity and experience with promoting inclusivity required. The candidate must reside in the Greater Chicagoland area.

The successful candidate will demonstrate attention to detail and ability to multi-task; determination to meet recruitment goals; and commitment to the mission statement, core values and goals of Eastern Illinois University.

A complete application will include a cover letter, current resume, and the names and contact information for three professional references. Send application materials to Interfolio at <http://apply.interfolio.com/130604>. Questions regarding the search process can be directed to the chair of the search committee, Molly Fasnacht at [mmbutton@eiu.edu](mailto:mmbutton@eiu.edu). Review of applications begins immediately, and continues until campus interviews are scheduled.

**Diversity and Inclusion:** Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

**The University and Community:** Eastern Illinois University takes pride in creating a warm, welcoming environment for all faculty, staff, and students. Established in 1895, EIU boasts a rich, 125-year tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships and has earned recognition as the highest-ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to *U.S. News and World Report*. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

Eastern Illinois University is located in Charleston, Illinois - a comfortable and safe east central town within a two-to- three-hour drive of three major metropolitan areas -- Chicago, Indianapolis, and St. Louis

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer  
minority/female/disability/veteran - committed to achieving a diverse community*