

**Eastern Illinois University
Graduate School
Office of International Students and Scholars
Position Announcement
Admissions Counselor**

Eastern Illinois University invites applications for the position of Admissions Counselor in the Office of International Students and Scholars. The Admissions Counselor serves as the primary admissions officer for international students and must have excellent communication skills. The position manages both undergraduate and graduate admissions, assists with international student scholarships, and advises students on immigration issues. The Admissions Counselor serves as a Designated School Officer (DSO)/Alternate Responsible Officer (ARO) to update and maintain Students Exchange and Visitors Records in SEVIS, and thus must be an American citizen or lawful permanent resident. Appropriate and supportive training will be provided for this position as necessary.

The position requires a Bachelor's degree in any course of study. Preference will be given for candidates with some experience with international students and university admissions processes. Demonstrated commitment to diversity and experience promoting inclusive excellence is required.

Interested candidates should submit a letter of application, resume, and the names, addresses and contact information for at least three references with explanations of the candidate's relationship to these references at <http://apply.interfolio.com/127496>.

If selected for an on-campus interview, an official transcript is required. Review of applications begins immediately and will continue until campus interviews are scheduled. Priority will be given to applications received prior to July 19, 2023. The preferred start date is August 15, 2023 or before if possible. Questions about the search may be directed to Dr. David Martin, Chair of the School of Business and screening committee chair at dmartin3@eiu.edu.

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, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich, 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*. Eastern offers faculty a wide range of research and public service activities. 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.

The University is located in East Central Illinois, combines the benefits of a community of 20,000 with access to several large cities, including Chicago, St. Louis, and Indianapolis.

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