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**SNOW  
COLLEGE**

OPEN POSITION:

**Admissions Assistant**



## About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

## Highlights



- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

## Mission

*Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.*

## Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.

## The Job

### Qualifications:

- Associate's degree required or 2+ years significant experience in a related field.
- Must have a valid Utah driver's license and reliable mode of transportation.



- Must have a laptop to be used for work purposes.
- Location – home based with preference in Sanpete, Sevier, Emery, and Carbon counties.
- Must be willing to work and travel in assigned region (Carbon & Emery Counties)
  - One visit to each high school, each month
- Ability and scheduling freedom to accommodate attendance at early morning, late night, and <sup>[[[</sup>weekend admissions and recruiting activities.)
- Experience in working well with the public and projecting a professional appearance and work ethic.
- Experience presenting to and engaging with groups, especially high school age students—presentation skills are essential.
- Possess a working knowledge of college admissions, scholarship and financial aid processes and of Snow College and its programs (preferred).
- Experience working with/mentoring high school/college age students.
- Excellent organizational, writing, planning, instructional, leadership, marketing and communications skills.
- Familiarity with and ability to contact, record contact information, track, and follow-up (relationship building) with prospective students, parents, and high school counselors within your assigned territory.
- Ability to learn proper use of presentation hardware including computer, projector, and other tools.

#### **Major Responsibilities/Duties:**

- Serve as a recruiter for the Snow College Admission's Office
- Work with the Region 5 Admissions Counselor to schedule and attend follow-up visits with targeted high schools, counselors, and students.
- Do daily personal follow-up with, and help manage contacts in your territory.
- Represent Snow College on the annual Utah Higher Education Day.
- Work directly with your assigned Regional Admission Advisor.
- Perform other duties as assigned

#### **Additional Information**

Salary: \$18 per hour. Travel reimbursements available based on school/state policy.

Work Hours: Part-time; 20 hours a week. Some evening and/or weekends may be required. October – November, and January – April. Position is part-time and temporary.

**Attachments are not accepted with online applications. Please recognize the application questions will be used to determine eligibility for this position.**

*Snow College is an Equal Opportunity/Affirmative Action employer and educator. The college strongly encourages individuals from underrepresented groups, women, veterans, and those with disabilities to apply.*

*With campuses in both Ephraim and Richfield, Snow College offers programs and courses that are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, non-traditional students who wish to start or complete a degree. Snow is committed to the success and positive experience of every one of these students.*

*Snow College is a two-year public college, and in January 2020, The Chronicle of Higher Education ranked Snow College #1 in the nation for student success in two-year colleges. Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.*

*The College was established in 1888; excellence continues to be the hallmark of all our work and activities. We are the preferred choice of approximately 6,000 students, with 600 students attending the Richfield campus, who want a small College experience filled with a variety of many different activities, events, and performances. With campuses located in Ephraim, Richfield, and online, students complete degrees in Associate of Arts, Science, or Applied Science with numerous specialized, short-term technical training certificates and diplomas including a few Bachelor's degrees. To learn more about Snow College, please visit our [website](#) or see our [job brochure](#) ([Download PDF reader](#)) ([Download PDF reader](#)) ([Download PDF reader](#))*

## Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

### **Snow College:**

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

## Strategic Plan

This position is an important part of the College's **Strategic Plan**.

## Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the **Sanpete County Website**.



# THANK YOU!

Thank you for your interest in Snow College!  
Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on November 10, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at [jobs@snow.edu](mailto:jobs@snow.edu) or [hr@snow.edu](mailto:hr@snow.edu).



