



Concordia
UNIVERSITY • SAINT PAUL

275 Syndicate Street North
St. Paul, MN 55104-5494
651-641-8846 or fax 651-641-8782

Date of Notice: December 22, 2011

**Announcing the Availability
of the Following Position:**

Church Professional Recruiter/Undergraduate Admission Counselor

In the Department of Undergraduate Admission

Position Responsibilities: The Admission Counselor/Church Professional Recruiter is responsible for recruiting new first year and transfer church professional students and for developing relationships with key leaders in the LCMS community who serve as mentors to prospective students. The position serves as the primary resource between the prospective church work student and the university in all matters related to the admission process.

Qualifications:

- Commitment to the [mission and values](#) of a Lutheran University
- Minimum of bachelor's degree preferred
- Bachelor of Arts or Bachelor of Science degree; Church professional programs preferred
- Membership in and service to the Lutheran Church Missouri Synod is required.
- Preference will be given to alumni of Concordia University, St Paul, MN

Additional Information:

Classification Level:	Exempt (salaried)
Full Time Equivalent:	100%
Benefit Eligibility:	Full benefits
Salary Range:	Negotiable
Application Deadline:	or until position is filled

Please send a letter of interest and a current resume to:

Via e-mail (preferred): StaffSearches@csp.edu

Via postal mail: **Human Resources
Concordia University
275 Syndicate Street North
St. Paul, MN 55104-5494**

Via facsimile: **651-641-8782**

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or learn more about Concordia University-St. Paul at <http://www.csp.edu/>