Rapid City Area Schools

Rapid City, South Dakota

Position Available

Position Title: Admissions Counselor

Building: Western Dakota Technical Institute (WDT)

Qualifications: A minimum of an Associate’s Degree in Business Administration, or related field and a minimum of one to three years recruiting experience; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work is required.

Basic Function: This position is responsible for implementing and carrying out recruiting functions and activities as set forth in the annual plan/goals established. This position meets with prospective students to provide information on WDT’s programs and services.

Work Year: 12 Months (position to begin July 2016)

Salary: $16.91 - $18.48 per hour (PG10 Step 1-4 DOE) Plus a comprehensive benefits pkg – Health, Dental, Life, State Retirement, and Education reimbursement

Hours of Work: 8 hours per day

Closing Date: June 22, 2016

Apply to: Human Resources
Rapid City Area Schools
300 6th Street
Rapid City, SD 57701
(605) 718-2402- Western Dakota Tech
wdthumanresources@wdt.edu

Before consideration for position can be made, an updated “Classified” application must be on file in the Office of Human Resources at the end of the day on the position close date. Any application requiring accommodations of a disability during any part of the interviewing process should make arrangements with Western Dakota Tech. To complete an application, visit www.wdt.edu, click on the employment tab and go to the classified application.

An Equal Opportunity Employer

Must Comply with the Immigration Reform and Control Act of 1986

April 11, 2016