



Savannah Law School is looking for a motivated and energetic individual to fill the full time position of Admissions Counselor. The responsibilities of the Admissions Counselor include, but are not limited to, planning and implementing SLS's admissions events, student visits, activities, promotional materials, handouts and correspondence with prospective and current students; and other general administrative duties and responsibilities within the Admissions Office.

The ideal candidate will have a minimum of a Bachelor's Degree (graduate degree preferred), and two years in higher education admissions or comparable customer service environment, with advanced computer skills in MS Word and Excel. Must have excellent organizational skills and effective written and oral communications. SLS is an equal opportunity employer and does not discriminate in any of its programs or activities on the basis of race, gender identity, gender expression, sexual orientation, national or ethnic origin, marital status, age, disability, color, or religious belief. Salary range is \$43,000-\$52,000, depending upon experience. Interested candidates may submit their letter of interest, along with a current professional resume and the names of three references to:

Rebecca F. Milter
Director of Admissions
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