

## Job Description

Purdue University

International Students and Scholars

International Undergraduate Admissions Counselor

Purdue University is a coeducational, state-assisted system in Indiana. Founded as a land-grant institution in 1869 and named after benefactor John Purdue, the University is one of the nation's leading research institutions with a reputation for excellent and affordable education. Building upon historical strengths in engineering and agriculture, the West Lafayette Campus now offers nearly 6,700 courses in more than 200 specializations in the Colleges of Agriculture, Education, Engineering, Health and Human Sciences, Liberal Arts, Management, Pharmacy, Science, Polytechnic and Veterinary Medicine. Purdue has approximately 10,000 international students on campus and enroll approximately 1000 new international undergraduate students each fall semester. This position will be part of the international admissions team.

## Description

Determine course equivalencies between foreign coursework and Purdue course offerings. Review applications and interpret foreign transcripts. Determine grade equivalencies for credits earned abroad and assign appropriate US grades for each course. Communicate with prospective students via e-mail, phone, and in person. Assign appropriate transfer credits to student records. Participate in international recruitment trips.

## Qualifications

### Required:

- Bachelor's Degree.
- One year of experience working with international students in any setting.
- Strong interpersonal and organizational skills.
- Ability to interpret foreign transcripts.
- Familiarity with foreign educational systems, grading scales and curricula.

### Additional Information:

- Purdue will not sponsor an employment related visa for this position
- A background check will be required for employment in this position
- FLSA: Exempt (Not Eligible for Overtime)
- Retirement Eligibility: Defined Contribution Waiting Period
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

There are/will be several openings for this position. One position will be designated as a non-travel position. Questions about a counselor position can be sent to [priester@purdue.edu](mailto:priester@purdue.edu).

