



Clarkson™

Employment Opportunities

Associate Director/ Director of Admission of The Clarkson School (Potsdam, NY)

Position Summary: Direct, coordinate and administer all the activities of The Clarkson School Admission Office, recruiting a pre-determined number of qualified students and collaborating with students and parents in making sound admission and financial aid decisions leading to deposits, enrollment and retention.

Minimum qualifications: (for Associate): 4-5 years of higher education admissions, marketing, event planning, or comparable customer service required. Individual must have experience in strong oral and written communication. Experience working independently and within a group setting. Candidate should be energetic, well organized, with strong interpersonal skills. Must possess a passport or obtain one prior to starting date.

Minimum qualifications: (for Director): 7-10 years of higher education admissions, marketing, event planning, or comparable customer service required. Individual must have experience in strong oral and written communication. Experience working independently and within a group setting. Candidate should be energetic, well organized, with strong interpersonal skills. Must possess a passport or obtain one prior to starting date.

Range: \$60,000 - \$65,000 based on experience

Assistant Bursar (Potsdam, NY)

Position Summary: To assist the Bursar with oversight of technical functionality, policy and procedure associated with Student Financials, to meet time sensitive deadlines with accuracy, efficiency and professionalism and to provide optimal customer service to all of Student Financials' constituents.

Minimum qualifications: A Bachelor's degree in Accounting, Business, Computer/Business Systems or related field. OR A High School Diploma with 15 years of direct experience.

Range: \$19.00- \$21.40 salary based on experience

Program Coordinator (Potsdam, NY)

Position Summary: Coordinate programming and maintain data for four grant funded programs; The Collegiate Science & Technology Entry Program (CSTEP) funded through New York State Department of Education, The Ronald E. McNair Post-Baccalaureate Achievement Program (McNair) a United States Department of Education TRIO Program, and The Louis Stokes Alliances for Minority Participation Program (LSAMP) funded by the National Science Foundation. The fourth program is the NYSED STEP Program: IMPETUS for Career Success.

Minimum qualifications: Bachelor's Degree in related field or a High School Diploma with 10 or more years of experience. Must have a minimum of three years' experience working in a secondary or post secondary setting. Must have experience in program coordination, student counseling/advising, teaching, or workshop delivery. Must have demonstrated ability working with culturally diverse and disadvantaged student populations in a confidential manner. Must have a thorough understanding of student retention techniques, research opportunities, and federal outreach/TRIO Student Support Services, and be extremely professional with developing college students.

Range: \$20.00 - \$23.00 salary based on experience

Review of applications will begin immediately and continues until the position is filled. To submit your application, go to www.clarkson.edu/hr and click "Career Opportunities" below Careers at Clarkson section. An equal opportunity /affirmative action employer, Clarkson actively seeks and encourages applications from minorities, women and people with disabilities.
<https://www.clarkson.edu/human-resources/career-opportunities>

Prior to a final offer of employment, the selected candidate will be required to submit to a background check including, but not limited to, employment verification, educational and other credential verification, and criminal background check.