

# KYCO ADMISSIONS LIAISON

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**Division:** KYCO

**Department:** Admissions

**Experience:** Entry-level

**Job Code:** FWSKYCOADMLI

**Supervisor/Reports To:** Jennifer Lockhart

**Start Date:** 8/25/2025

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The KYCO Admissions Liaison facilitates prospective student engagement by conducting on-campus tours and hosting virtual Q&A sessions. Working closely with the Director of Medical School Admission, the liaison ensures prospective students receive accurate information and positive experiences. This role supports recruitment efforts through effective communication and collaboration.

1. Conduct on-campus tours of KYCO and UPIKE campus – C, TW
2. Facilitate Zoom virtual question-and-answer sessions for prospective students – C, T
3. Use effective, respectful, and positive communication skills with diverse students, faculty, and staff – C, P
4. Maintain regular, ongoing communication with the Director of Medical School Admission and collaborate to guide prospective students – C, TW
5. Quickly establish positive relationships with diverse students, faculty, and staff – TW, C
6. Perform other duties as assigned – CT

**Career Competencies:** Communication (C), Teamwork (TW), Professionalism (P), Career & Self-Development (CSD), Critical Thinking (CT), Community Transformation (CTR), Leadership (L), Technology (T)

**Education Requirements:** Must be a current KYCO student in good academic standing.

**Preferred Skills:** Attention to detail; customer-focused approach; self-motivated and passionate; determination to provide exceptional service; supportive of the University's mission.

**Work Schedule:** Varies depending on student availability; includes evening and weekend hours.

**Work Conditions:** Heat; cold; odors/smoke; noise; wetness; humidity.

**Physical Demands:** Walking and standing for long periods; ability to occasionally climb stairs.

**Number of Positions:** 1

**Pay Rate:** \$10.5/hour

**Location:** KYCO campus and virtual

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**To Apply:** Submit application and resume through the UPIKE campus employment system.

**Application Notes:** Resumes and applications will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disabilities in its programs, activities, hiring, or admission of students.