ASSISTANT DIRECTOR/ASSOCIATE DIRECTOR OF ADMISSIONS
MULTICULTURAL RECRUITMENT (FULL-TIME)
OFFICE OF ADMISSIONS
HIRING RANGE: $34,882 TO $36,934 OR $38,737 TO $41,016 ANNUALLY

Applications will be reviewed beginning May 10, 2016. The position will be open and applications accepted until filled. An appointment will be made either as Assistant Director or Associate Director based on the chosen applicant’s work experience.

FUNCTION:
Reporting to the Director of Admissions, the assistant director/associate director engages prospective students and parents in all phases of the recruitment process and provides information and support to serve students from diverse backgrounds and to advance Whitworth’s strategic enrollment goals. This position will assist the VP of Enrollment and Director of Admissions in providing leadership for the university’s multicultural recruitment and retention efforts.

RESPONSIBILITIES AND RELATED DUTIES

GENERAL RECRUITMENT
1. Serve as a first contact and primary representative of Whitworth to prospective students and families, communicating an in-depth knowledge of the university’s mission, academic and co-curricular programs, and other distinctives throughout the recruitment process.
2. Represent Whitworth at recruitment functions including high school visits, college fairs, alumni events, church activities, etc., in an assigned geographic territory. Travel will consist of approximately 8-12 weeks, including evening and weekend commitments, concentrated in the fall.
3. Engage prospective students in ongoing communication through face-to-face meetings, email, written correspondence, phone calls and social media. Maintain a strong customer service orientation with timely responses to inquiries and questions.
4. Serve as a liaison to connect prospective students with key university offices such as financial aid, housing, student diversity equity, and inclusion, the registrar’s office, academic departments, athletics, performing arts, etc.
5. Review and evaluate undergraduate admissions applications and make admissions decisions based on students’ ability to be successful at Whitworth and on the university’s strategic enrollment goals.
6. Promote and participate in on-campus visit programs for prospective students. This will involve several weekend commitments throughout the year.
7. Assist in the planning and coordination of the department’s master calendar with relation to recruitment events, campus visit programs, correspondence and other recruitment activities. Assist in providing adequate staffing during the peak visit season, large recruitment events and other times as needed.
8. Serve as an active member of the admissions team, contributing to the development and implementation of strategies to achieve the university’s enrollment goals.
9. Review university communications and stay current on programs and policies in order to provide accurate information to prospective students about the opportunities available at Whitworth.
10. Maintain and update historical records of travel, trends and outcomes in assigned recruiting territory in order to strengthen the university’s enrollment strategies.
11. Seek professional department opportunities to stay current on best practices in recruitment and retention of undergraduate students.
12. Complete other duties as assigned by the Director.

MULTICULTURAL RECRUITMENT
1. Work with the Director of Admissions to manage Whitworth’s multicultural student recruitment plan and efforts while helping to create an environment that acknowledges, encourages and celebrates those with diverse identities, beliefs and cultural backgrounds.
2. Provide leadership in the development and implementation of comprehensive recruitment and retention strategies to increase the number of underrepresented racial/ethnic populations who apply and enroll at Whitworth. Strategize with individual recruitment staff as they recruit and support students of color in their respective territories.

3. Provide leadership in optimizing outreach programs targeted toward students of color, including a comprehensive communication plan, targeted outreach to key high schools, churches and community-based organizations, and a robust campus visit program, including planning and implantation of Whitworth’s annual Multicultural Visit Program (MVP).

4. Serve as campus liaison for multicultural recruitment and retention efforts, collaborating with the Office of Student Diversity, Equity, and Inclusion and other departments as needed.

5. Serve as a member of the Institutional Diversity Committee.

QUALIFICATIONS, SKILLS AND ABILITIES:

- Bachelor’s degree required.
- Three years of experience working in either a high school institution or higher education diversity, access and/or admissions programs.
- Excellent public speaking and written communication skills.
- Appreciation for and ability to work with diverse populations.
- Bilingual in Spanish preferred.
- Desire to work with high school-aged students and their parents.
- Availability and commitment to travel for extended periods (8-12 weeks a year, primarily in the fall).
- Demonstrated ability to work with Microsoft Office products such as Word, Excel and PowerPoint; experience working with a CRM (Customer Relationship Management) program preferred.
- Demonstrated ability to take initiative, exercise independent judgment, prioritize work and manage time in a fast-paced environment with minimal supervision.
- Demonstrated organizational and planning skills.
- A high level of personal integrity and professionalism, including the ability to work with confidential information.
- Demonstrated ability to work effectively as a part of a team.
- The physical ability to lift up to 50 lbs. as well as bending, stooping and kneeling for the purposes of setting up and taking down admissions displays.
- A valid driver’s license required.
- Compliance with Whitworth’s campus vehicle policy. This policy is available at www.whitworth.edu/Administration/FacilitiesServices/CampusVehiclePolicy.htm.
- A personal commitment to the Christian faith and to the integration of faith and learning.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives are required.
- A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian church.
- Background check required.

APPLICATION PROCESS:
The following documents are required to complete the online application form:

1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references
4) A one-page document describing your personal commitment to the Christian faith

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.