ASSISTANT/ASSOCIATE DIRECTOR OF ADMISSIONS (BASED IN SEATTLE AREA)
OFFICE OF ADMISSIONS
FULL-TIME (12 MONTHS)
HIRING RANGE: $34,882 TO $36,934 OR $38,737 TO $41,016 ANNUALLY

Applications will be reviewed beginning May 12, 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:
Serve as Whitworth’s admissions and financial aid representative in Western Washington, working with prospective students and parents, high schools and community-based organizations to achieve Whitworth’s recruitment goals. The selected candidate will work from home and in addition, a vehicle allowance will be included.

ESSENTIAL FUNCTIONS:
RESPONSIBILITIES AND DUTIES:
1. Communicate an in-depth knowledge of Whitworth’s mission, academic and student life distinctives, affordability and other key messages to prospective freshman and transfer students and their families throughout the recruitment process.
2. Manage all phases of recruitment for a territory in Western Washington, including representing Whitworth at off-campus recruitment events (college fairs, high school visits, alumni/church events, counselor fairs), correspondence with prospective students/parents, admissions file review and other recruitment functions.
3. Develop and maintain positive relationships with targeted high schools, churches and community-based organizations in Western Washington by representing Whitworth and by supporting prospective students and their families.
4. Provide leadership in coordinating admissions events in Western Washington; support the offices of Alumni & Parent Relations, Institutional Advancement and Athletics with west-side events.
5. Assist with preparing for and hosting large admissions events on campus.
6. Meet individually throughout the year with students, parents and other people who influence college-choice decisions to promote Whitworth and answer questions about the admissions/financial aid process.
7. Conduct admissions phone interviews with prospective students.
8. Work closely with the Director of Admissions and Associate Director for Data and Communications to develop and coordinate communication to prospective students and parents through the admissions customer relationship management (CRM) system, including print mailings, email, text messaging and social media.
9. Serve as an active member of the admissions team, contributing to the development and implementation of strategies to achieve the university’s enrollment goals.
10. Maintain accurate records of travel, contacts, trends and outcomes in the assigned territory to inform ongoing recruitment strategies.
11. Seek professional development opportunities to stay current on best practices in recruitment and retention of undergraduate students.
12. Participate in several annual staff retreats, team meetings and training sessions on campus.
13. Perform other duties as assigned by the Director of Admissions.
QUALIFICATIONS, SKILLS AND ABILITIES:

- Bachelor’s degree and a minimum of two years’ of undergraduate admissions, financial aid, or closely related work experience are required.
- Demonstrated ability to work with Microsoft Office products such as Word, Excel and PowerPoint; experience working with a CRM (Customer Relationship Management) program or relational database preferred.
- Demonstrated ability to take initiative, exercise independent judgment, prioritize work and manage time productively with minimal supervision.
- Excellent public speaking and written communication skills.
- A high level of personal integrity and professionalism.
- Demonstrated successful experience working as a member of a high functioning team.
- The physical ability to lift up to 50 lbs. as well as bending, stooping, kneeling for the purposes of setting up and taking down admission displays.
- Demonstrated 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 personal commitment to the Christian faith and to the integration of faith and learning are required.
- A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian church.
- A valid driver’s license is required.
- Compliance with Whitworth’s campus vehicle policy. This policy is available at www.whitworth.edu/Administration/FacilitiesServices/CampusVehiclePolicy.htm.
- Background check is 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.