PROGRAM ASSISTANT – ADMISSIONS DEPARTMENT
ENROLLMENT SERVICES
FULLTIME, 9-MONTHS
HIRING RANGE: $13.54 - $14.34 PER HOUR

FUNCTION:
Reporting to the Director of Admissions, this position provides administrative assistance to the
Whitworth Admissions Office and additional support to the Financial Aid Office. This position will
also provide administrative support for the Vice President of Admissions and Financial Aid,
Director of Financial Aid and Director of Admissions.

RESPONSIBILITIES AND RELATED DUTIES:
1. Serve as an “ambassador” of the university to prospective students and their families who
contact Whitworth by phone, email, social media and in person.
2. Provide visitors and callers with accurate information regarding Whitworth’s programs, the
admissions process, status of applications and other documents, and information regarding our
campus visit programs.
3. Help with entering and managing prospective student data in the Enrollment Manager
Customer Relationship Management (CRM) system.
4. Assist the Assistant Director of Campus Visits with scheduling and processing individual and
group visits by prospective students and families.
5. Coordinate the evening student calling program by preparing lists, developing scripts and
calling instructions, and scheduling student callers.
6. Help plan, organize and execute details related to Whitworth Informational Nights and other
admissions events.
7. Assist with the coordination of faculty calling campaigns, confirmed student registration
calling, and other recruitment correspondence.
8. Organize and mail publications and materials needed for college fairs, high school visits and
other off-campus recruitment events.
9. Screen and forward phone messages in an accurate and timely fashion.
10. Open, date and distribute incoming mail for McKay Hall.
11. Track office inventory and stationary supplies; order as necessary.
13. Maintain a professional office appearance for the reception area, including preparing for daily
visitors.
14. Provide general office support as needed for the Vice President and Directors of Admissions
and Financial Aid, including coordination of travel, budget tracking, purchasing card statement
reconciliation, appointments and other assistance.
15. Other duties as required.
QUALIFICATIONS, SKILLS AND ABILITIES:
- High school graduate or GED required.
- Three years of closely related work experience in a confidential, service-oriented, computerized work environment required (an equivalent combination of education and experience may be considered).
- Previous university experience desirable.
- Demonstrated proficiency with computer data entry and with Microsoft Office, including Outlook, Word, Excel and PowerPoint.
- Strong verbal and written communication skills.
- Excellent interpersonal skills with an ability to relate well with faculty, staff, students and the general public.
- Demonstrated excellent time management, organizational and planning, and problem-solving skills.
- Ability to work independently and exercise good judgment.
- Demonstrated ability to work collaboratively as part of team.
- 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.
- An active commitment to equal opportunity for all persons.
- 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.