Admissions Counselor or Assistant Director (Full-time)
Admission Department
Hiring Range: $29,773 - $31,524 OR $32,867 - $34,800 per year

Applications will be reviewed beginning Monday, January 23, 2012. The position will be open and applications accepted until filled. An appointment will be made either as Admissions Counselor or Assistant Director determined by an applicant’s work experience and areas of specialization.

Function:
Reporting to the Director of Admissions participates in all phases of student recruitment through extensive interaction with prospective students, parents, high school counselors, alumni, pastors and other referral sources.

Responsibilities and Related Duties
- Communicate to prospective students and families an in-depth knowledge of Whitworth’s mission, history and tradition. Communicate to students our high academic standards, strong sense of community and various academic programs and services.
- Represent Whitworth at recruitment functions including high schools, college fairs, alumni events, churches, etc., in specific areas as assigned. Travel will consist of approximately 8-12 weeks throughout the year, and will include evening and weekend commitments during the fall and spring.
- Assist in the planning and coordination of the department’s master calendar with relation to correspondence, work load, visitation, recruitment events and campus activities.
- Participate in the formulation of departmental goals and objectives in such a way to ensure teamwork, productivity and professional growth and development.
- Assist in ensuring adequate staffing and office coverage during high peak visitation times, spring Saturday morning hours, large campus recruitment events and office coverage during peak off-campus travel season.
- Work closely with the office of financial aid to provide prospective students with accurate information and counseling concerning all aspects of financial aid. This will include financial aid opportunities through Whitworth funding, state and federal funding, and outside resources. Provide information regarding the completion of the Free Application for Federal Student Aid (FAFSA) and other necessary financial aid forms. Discuss questions regarding affordability issues as it relates to attendance at Whitworth to prospective students.
- Follow up with admission prospects through letters, phone calls, emails and other appropriate correspondence. Maintain a strong customer service orientation with timely responses to inquiries and questions.
- Participate in admissions on-campus visitation programs and other visitation events such as Why Whitworth Days, Snapshot, Honors Colloquium and individual campus visits. This will involve several weekend commitments during these events both in the fall and spring.
- Provide assistance in all phases of the admissions process. Conduct student interviews and appointments. Evaluate individual admission files for applicants to Whitworth; includes the determining and judging of a student’s ability to succeed at Whitworth through various measures such as cumulative g.p.a., recommendation letters, test scores and extracurricular activities. Provide customer service and appropriate correspondence to applicants regarding the admission process and programs.
- Interpret and implement policies for the admissions process and carry out such polices and assignments at the discretion of each admissions counselor in collaboration with the Director of Admissions.
- Continually update, review and stay current with events on campus as a whole, including changes in policy, procedures, programs, staff changes, etc., that will affect the accuracy and efficiency of relaying information to prospective students and families.
• Maintain and update historical records of travel, policies, procedures and trends in the Admissions Office and relate these components to the overall mission of the Office and Whitworth to increase efficiency and effectiveness of recruitment strategy, policy and function.
• Represent the Admissions Office and Whitworth at professional conferences and meetings, as well as campus and community events.
• Other duties as assigned by the Director.

QUALIFICATIONS, SKILLS AND ABILITIES:
• Bachelor’s degree required
• Excellent verbal and written communication skills
• Availability, willingness and enthusiasm for travel for extended periods, approximately 8-12 weeks throughout the year, with the emphasis on travel in the fall
• Demonstrated ability to work with Microsoft Office products such as Word, Excel, PowerPoint and Publisher
• Demonstrated organizational and planning skills
• Ability and desire to work with diverse populations
• A high level of personal integrity and professionalism
• Effective public speaking skills
• Ability to work with minimal supervision
• Demonstrated ability to work effectively as a part of a team
• Computer proficiency including database experience
• Ability to work with confidential information
• Familiarity with FERPA guidelines and the ability to maintain student confidentiality at all times
• 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
• Ability to establish and maintain positive working relationships with faculty, staff, students and the public
• A valid driver’s license and background check 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
• The ability and desire to establish a positive relationship with persons regardless of race, gender, physical limitation or religious belief
• An active commitment to equal opportunity
• A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian Church (USA)

APPLICATION PROCESS:
Only complete application files will be considered. Please provide the following five documents:
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) A completed Whitworth University application form (available at www.whitworth.edu/jobsapplicationform)
3) Résumé
4) The names, addresses, telephone numbers and email addresses of three academic/professional references
5) A one-page document describing your personal commitment to the Christian faith

Application documents may be submitted via email attachment to jobs@whitworth.edu or mailed directly to the address shown below:

Human Resource Services, Auld House
Attn: Chair, Admissions Counselor Position
Whitworth University
300 West Hawthorne Road
Spokane, WA 99251

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.