ACADEMIC ADVISOR/RECRUITER (HALF-TIME, 12 MONTH ANNUAL)
SCHOOL OF CONTINUING STUDIES
HIRING RANGE: $16.77 TO $17.76 PER HOUR

Application review will begin on April 18, 2016. The position will remain open and applications reviewed until filled.

FUNCTION:
Reporting to the Associate Vice President for Graduate admissions and continuing studies, provides academic advising, mentoring, recruitment, and student services for School of Continuing Studies evening bachelor’s degree programs.

RESPONSIBILITIES AND RELATED DUTIES:
1. Provide recruiting support and strategies for School of Continuing Studies.
   a. Work with admissions manager to build and sustain recruiting relationships with area businesses, schools, and organizations.
2. Provide academic advising services, working with prospective students in the admission process.
   a. Advise prospective students regarding program requirements and discuss career goals as they relate to academic programs at Whitworth; advise current students in preparation and processing of registrations, academic petitions and other unique academic requests.
   b. Review and evaluate applications for admission to determine acceptance status. Confer with admissions committee as needed for applications that are questionable.
   c. Monitor degree progress of students and initiate periodic advising updates; evaluate and coordinate files for degree requirements and submit to registrar for final degree posting.
   d. Correspond with prospective students, applicants and current students as needed; provide academic requirement summaries to newly admitted students.
   e. Research, plan, and provide logistical, program and academic information for students.
   f. As assigned, work with area community colleges, universities, businesses, and other institutions in staffing education and business fairs.
3. Provide prospective and current student administrative support services
   a. Work with School of Continuing Studies academic advisors in planning and coordination of student admissions processes, student orientations, and other student services.
   b. Work with School of Continuing Studies staff in coordinating special events such as banquets, advisor breakfasts, publications shoots and other special events.
   c. Serve as liaison between School of Continuing Studies and other student service offices on campus.
   d. Provide updated information to students relative to WhitNet and Blackboard use; keep current on all aspects of student Datatel entry.
      a. Attend evening and Saturday programs/classes as required.
4. Other duties as assigned.
QUALIFICATIONS, SKILLS AND ABILITIES:

- Bachelor’s degree and two years experience in higher education, adult education program advising, or related experience.
- Effective communication, interpersonal and organization skills.
- Demonstrated customer service orientation.
- A high level of personal integrity and professionalism.
- Computer proficiency in the use of Microsoft Office programs.
- A personal commitment to the Christian faith and to the integration of faith and learning.
- Ability to complete detailed work with speed and accuracy in a fast paced environment with multiple interruptions.
- Strong interpersonal skills, including the ability to work successfully with others in a collaborative office environment and as a member of a team; interact in a positive manner with students and the public.
- Available to work varied hours, including evenings and Saturdays when needed.
- Requires valid driver’s license and use of personal auto.
- Compliance with Whitworth’s campus vehicle policy. This policy is available at [www.whitworth.edu/Administration/FacilitiesServices/CampusVehiclePolicy.htm](http://www.whitworth.edu/Administration/FacilitiesServices/CampusVehiclePolicy.htm).
- 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.
- 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 in 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.