ASSISTANT DIRECTOR OF MIT PROGRAM & ADMISSIONS ADVISOR
GRADUATE PROGRAMS IN EDUCATION
FULL – TIME
HIRING RANGE: $18.62 TO $19.72 PER HOUR

FUNCTION: Reports to the Director of MIT & coordinates with the Assistant Director of Graduate Studies in Education (GSE) regarding enrollment management.

RESPONSIBILITIES AND DUTIES
A. Recruits for MIT and GSE candidates, including:
   1. Coordinates with the graduate enrollment management office to ensure coverage at all regional fairs.
   2. Attends state and regional conferences relating to certification and graduate admission.
   3. Coordinates with recruiting events on and off campus.
   4. Coordinates with the Whitworth University Office of Publications, the GSE associate dean, and the MIT director, update university catalog as it relates to the MIT and GSE programs, ensuring accuracy of published information.
   5. Works with enrollment management office and director of MIT on production of marketing campaign, collateral development and recruiting materials for the MIT program, providing current and relevant market information.
   6. Reviews MIT marketing materials for accuracy and currency.
   7. Reviews and facilitate updating information on the web.
B. Serves as admission counselor for prospective candidates for MIT & serves as support for GSE student admissions:
   1. In coordination with the GSE program coordinator, meets with prospective candidates to discuss application & admission to GSE and MIT programs.
   2. In collaboration with the Assistant Director of GSE, acts as an admissions and graduate admissions manager, attends regular admissions staff meetings
   3. Tracks application status, using Salesforce protocol.
   4. Follows up with prospects to continue gauging interest.
   5. Ensures candidates for admission meet program and institutional qualifications.
   6. Coordinates admission interviews for the MIT program.
C. Evaluate transcripts of candidates for admission to the MIT program:
   1. Match courses taken with teaching endorsement requirements.
   2. If necessary, communicate with other institutions to clarify course content.
   3. Recommend courses to take and where to take them for endorsement deficiencies.
D. Advise MIT teacher candidates throughout the program on the completion of teacher endorsements:
   1. Advise MIT teacher candidates regarding required teacher endorsement coursework.
   2. Track completion of endorsement coursework throughout the year.
   3. Work collaboratively with the certification office to ensure all endorsement requirements are met by the end of the program.
   4. Remain current on Washington State requirements for K-12 certification and endorsements.
   5. Work with the teacher certification office to stay current on all K-12 endorsements that are offered by the SOE.
   6. Maintain necessary forms and documentation between the MIT program and school site personnel.
   7. Review all files for the MIT degree.
E. Maintain web sites for MIT:
   1. Work with enrollment management team to update web sites and Pirate Port with current, accurate
      information, promotional messages, and coordinate new content projects for GSE/MIT.
   2. Manage inventory, re-ordering, and updates to MIT marketing collateral, working with enrollment
      management office to maintain brand integrity

F. Additional MIT program duties:
   1. MIT event planning
   2. Serve as a member of MIT Student Advisory Council;
   3. Support MIT Professional Colloquiums;
   4. Support MIT Mentor Professional Development seminars;
   5. Assist in coordinating Graduate Commencement and Reception;
   6. Assist in coordinating guest speakers;
   7. Participate in MIT faculty meetings, Graduate Council and Graduation Committee;
   8. Supervise student worker clerical tasks
   9. Other duties as assigned.

QUALIFICATIONS, SKILLS, AND ABILITIES:
- Bachelor's degree required.
- Successful work experience in office management with strong organizational skills
- Demonstrated ability to work with Microsoft Office products such as Word and Excel
- Marketing or recruitment experience
- Ability to work with the public school system
- Ability to understand state teacher certification guidelines
- Strong interpersonal, oral and written communication skills
- Experience in using technology to aid in marketing and recruitment
- The ability to maintain sensitive and confidential information
- A personal commitment to the Christian faith.
- 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 University 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.