



## **ASSISTANT DIRECTOR, INTERNATIONAL ADMISSIONS & RECRUITMENT**

### **FULL-TIME**

**HIRING RANGE: \$39,949 TO \$42,299**, depending on qualifications & experience

### **FUNCTION:**

Reporting to the Associate Director of International Admissions & Recruitment, the Assistant Director will assist with all aspects of international recruitment, including domestic and international travel, admissions processing, administration of the international admissions website and social media sites, and compose content for online and print advertising, which has generated awareness of Whitworth and its programs and scholarships in new markets abroad.

Whitworth currently enrolls approximately 99 international students representing 42 countries, and approximately 48% of Whitworth students participate in study away experiences prior to graduation. The International Education Center currently consists of five staff persons and seeks to both grow international enrollment and to further develop holistic support services for international students and scholars.

### **RESPONSIBILITIES:**

1. Represent Whitworth at college fairs and other events, in the US and abroad
2. Be responsible for developing specific territories
3. Review and evaluate international applications and educational documents and credentials
4. Collaborate with the Associate Director of International Admissions & Recruitment in implementing Whitworth's Strategic Enrollment Plan for international students
5. Engage in outreach to prospects, applicants, and admitted students, including conducting Skype chats and interviews with some students
6. Engage in outreach to counselors; be willing to facilitate webinars and workshops on Whitworth and on admissions-related topics
7. Create reports to assess marketing and enrollment trends and recruitment efforts
8. Interview candidates for admission, and make recommendations for admission
9. Create and cultivate relationships with governmental, non-governmental, and international education organizations, including US embassies, the US Department of State/EducationUSA, Institute for International Education, American Councils for International Education, Council of International Schools
10. Serve as a Designated School Official for SEVIS, ensuring student and institutional compliance with Federal regulations, and record-keeping; educate faculty, staff, and students through immigration workshops
11. Function as an advisor to international students, assisting with academic, immigration, social, and cross-cultural transitions and concerns
12. Work with the Associate Director to coordinate efforts with faculty, staff, and administration to assist current students with concerns and urgent situations, and to create awareness of international student needs
13. Other duties as assigned by the Associate Director of Admissions & Recruitment and the Director of the International Education Center

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in appropriate field;
- At least two years of clear demonstration of work in international admissions and recruitment.
- Must be either a U.S. citizen or a lawful permanent resident of the United States (required for DSO status).
- Experience with data, technology, and software (such as Slate, Colleague, etc.) used in advancing international student enrollment.
- Experience living, studying, or working abroad.
- Ability to work occasional evenings and weekends, as needed.
- Ability to travel internationally several weeks at a time throughout the year.

- 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.

**PREFERRED QUALIFICATIONS:**

- NAFSA Professional Certification in international enrollment management.
- Experience serving as a Principal Designated School Official and Responsible Officer.
- Experience working with SEVIS protocols and procedures.
- Demonstrated success as a campus advocate for international education.
- Successful record of student recruitment and retention.
- Experience managing budgets.
- Experience in social media outreach.
- Proven ability to mentor or advise college students.

**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.*