



**POSITION TITLE:** Assistant/Associate Director of Admissions (Based in Seattle Area)

**DEPARTMENT:** Admissions

**REPORTS TO:** Director of Admissions

**HIRING RANGE:** \$22.69-\$24.03 or \$25.36-26.85

**FLSA DESIGNATION:** Over-time Eligible (Full-time 12 Months)

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**SUMMARY OF THE POSITION:**

Reporting to the Director of Admissions, the Assistant/Associate Director will serve as Whitworth's admissions representative in Western Washington, working with prospective students and parents, high schools and community-based organizations to achieve Whitworth's recruitment goals.

**OPPORTUNITIES OF THE POSITION:**

Recruitment and Travel

- Represent Whitworth at recruitment functions including high school/community college visits, college fairs, alumni events, activities of community-based organizations, etc., in Western Washington. Recruiting activities will include evening and weekend commitments, concentrated in the fall and spring.
- Manage the Western Washington recruitment territory, including maintaining historical records of travel, key school/alumni contacts, regional higher education trends, and outcomes.
- Develop and maintain positive relationships with targeted high schools, churches and community-based organizations in Western Washington by representing Whitworth and by supporting prospective students and their families.
- Serve as a first contact and primary representative of Whitworth to prospective students and families from diverse backgrounds, communicating an in-depth knowledge of the university's mission, academic and co-curricular programs, and other distinctive offerings throughout the recruitment process.

On-campus Events

- Promote and participate in on-campus visit programs for prospective students. This will involve several evening and weekend commitments throughout the year.
- Assist in the planning and coordination of the department's master calendar with relation to recruitment events, campus visit programs, correspondence and other enrollment activities.

Relationship Building

- Work closely with the Director of Admissions and Senior Associate Director for Data and Communications to develop and coordinate communication to prospective students and parents through the admissions customer relationship management (CRM) system, including print mailings, email, text messaging and social media.
- Serve as a liaison to connect prospective students with key university offices such as Financial Aid, Student Life, Academics, Athletics, etc.
- Review and evaluate undergraduate admissions applications and make admissions decisions based on students' ability to be successful at Whitworth.

Miscellaneous

- Serve as an active member of the admissions team, contributing to the development and implementation of strategies to achieve the university's enrollment goals.
- Review university communications and stay current on programs and policies in order to provide accurate information to prospective students about the opportunities available at Whitworth.
- Participate in professional development opportunities to stay current on best practices in recruitment and retention of undergraduate students.
- Complete other duties as assigned by the Director.

**REQUIREMENTS OF THE POSITION:**

- A personal commitment to the Christian faith and to the integration of faith and learning.
- Demonstrated growth in cultural competence, awareness of societal and structural inequities and proven experience in effectively establishing relationships and positive communications with students and other constituents across multiple dimensions of diversity including, but not limited to, race, gender, varying abilities, nationality, sexual orientation, gender identity, class or religious perspectives.
- A commitment to the educational mission of Whitworth University as a comprehensive Christian liberal arts university affiliated with the Presbyterian church
- Availability and commitment to work several evenings and weekends throughout the year providing office and visit support as needed.
- The physical ability to lift up to 50 lbs. as well as bending, stooping and kneeling for the purposes of setting up and taking down admissions displays.
- A valid driver's license.

**REQUIRED QUALIFICATIONS:**

**Education:** Bachelor's degree required.

**Experience:** Relevant work experience preferred.

**Licenses or Certifications:** None

**PREFERRED JOB KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience working with high school students and their parents/guardians.
- Undergraduate admissions, financial aid, or closely related work experience.
- Excellent public speaking and written communication skills.
- Demonstrated ability to work with Microsoft Office products such as Outlook, Word, Excel and PowerPoint; experience working with a CRM (Customer Relationship Management) or relational database program preferred.
- Demonstrated ability to take initiative, exercise independent judgment, prioritize work and manage time effectively in a fast-paced environment with minimal supervision.
- Demonstrated ability to work effectively as a part of a team.

**ADDITIONAL REQUIREMENTS:** A background check, sexual misconduct check and a verification of degree will be required of the successful candidate. A resume, cover letter, faith statement, and names, addresses, and phone numbers of at least three (3) professional references will also be required. **All Whitworth University employees are required to comply with the university's COVID-19 vaccination policy.**

**About Whitworth:**

Founded in 1890, Whitworth has consistently ranked among the top regional colleges and universities in the West. Whitworth University has an enrollment of more than 3,000 students and offers more than 100 undergraduate and graduate degree programs. With strong liberal arts undergraduate and graduate programs, Whitworth unites a robust commitment to Christian mission and service, academic rigor and care for students.

Whitworth University's 200-acre campus of red-brick buildings and tall pines offers a beautiful, inviting and secure learning environment. More than \$125 million in campus improvements have been made in recent years.

A community of committed Christian faculty and staff employees carries out the university's mission "to provide its diverse student body an education of the mind and heart," equipping its graduates "to honor God, follow Christ and serve humanity."

**Our Benefits:**

Whitworth University provides a robust offering of benefits and services to enhance the quality of life of its faculty and staff. Employees who are eligible for benefits may participate in health plans including medical, dental and vision; a generous retirement plan (8% employer match); life insurance and long-term disability insurance. Well-being services include spiritual enrichment, the employee assistance program, and free access to the University Recreation Center and the Megan E. Thompson Aquatic Center. Free tuition for employees and tuition remission programs for spouses and dependents round out the offerings. Additionally, Whitworth employees enjoy 17 paid holidays each year.

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 Christ-centered commitment to building a diverse and inclusive community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.