

## Admissions Evaluator

### Office Specialist 2

**Recruitment #:** S2170  
**Review Date:** Immediate Review | Open until filled  
**Department:** Admissions Office  
**Salary Range:** \$2,739-\$4,007 [[This is a 10-step salary range](#)]

#### Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

#### Department / Job Summary:

The Office of Admissions is responsible for recruiting, admitting, and orienting new first year, transfer, and post-baccalaureate students to campus. The scope of the office includes representing the university at college fairs and high school/community college visitations, arranging visits for prospective students and their families, developing publications and disseminating information about the university, evaluating academic credentials and transcripts for admissions and transfer credit, and organizing the initial orientation, advising and registration process for new students.

The **Admissions Evaluator** position will analyze, evaluate, and interpret the criteria on which admission decisions are made along with processing all applications for admissions. The Admissions Evaluator also initiates the student's records on the Student Information System and processes the incoming mail that pertains to a student's file. The consequence of error is high. The person in this position has the major responsibility for the integrity of all aspects of the filing system. This also involves answering letters from students as well as keeping track of the progress of each applicant and advising them of options available to them. The person in this position has the major responsibility, after the Director of Admissions, for admission to the university but is not actively involved in the recruitment process.

#### Minimum Qualifications:

- Two years of general clerical experience. One year of which included typing, word processing, or other experience generating documents; OR
- An Associate's degree in Office Occupations or Office Technology; OR
- Graduation from a private school of business with a Certificate in Office Occupations or Office Technology and one year of general clerical experience. College courses in Office Occupations or Office Technology will substitute for the required experience on a year-for-year basis.

[Click here](#) for the complete position description which includes duties and responsibilities as well as any knowledge areas and special requirements.

- Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.
- The university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments for multiple years

### **Application Instructions:**

You may submit all materials online at [www.wou.edu/classified](http://www.wou.edu/classified)

Required application materials (PDF preferred):

1. WOU Employment Application [available here](#)
2. Cover letter that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references

**NOTE: A criminal background check will be required as a condition of employment**

*As an alternative, you may also submit application materials to:*

S2170, Admissions Evaluator, Human Resources, Western Oregon University, 345 Monmouth Ave N., Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto:employment@wou.edu); OR fax to: 503-838-8522