



Admissions Counselor

Recruitment #:	S2237
Review Date:	Immediate review Open until filled
Department:	Admissions
Annual Salary Rate:	\$41,000

Position Summary:

The **Admissions Counselor** will develop and monitor a comprehensive recruiting program within assigned territory through high school visitations, email correspondence, direct phone calls and mailings, on-campus/off-campus recruitment programs and admission interviews, attendance at college fairs and correspondence with high school representatives. Coordinate and develop outreach programs for the recruitment of underrepresented students. Provide the consultation and expert advice to prospective students regarding Western Oregon University and the admissions process. Position requires irregular hours including weekends.

Women, members of the LGBTQIA+ community, individuals experiencing disability, and BIPOC people may be less likely to apply for jobs unless they meet every one of the preferred qualifications listed. We are most interested in finding the best fit for the job. We would encourage you to apply, even if you don't meet every one of our qualifications listed.

Minimum Requirements:

- Bachelor's Degree
- Experience in admissions, recruitment or related field
- Experience in recruitment programs in a higher education environment
- Experience developing and implementing recruitment goals
- Demonstrated knowledge and commitment to social justice, diversity and inclusion.
- Valid Driver's License

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Application materials:

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses each qualification of the position.
3. Resume/CV

Application materials:

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Background/Education Check:

A criminal background check will be completed as a condition of employment; an education check will be processed for positions requiring a formal degree or certificate as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

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/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.