



## Assistant Director of Admissions for Recruitment/Transfer Specialist

<b>Recruitment #:</b>	S2238
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	Admissions
<b>Annual Salary Rate:</b>	\$59,000

### Position Summary:

The **Assistant Director of Admissions for Recruitment/Transfer Specialist** is responsible for representing Western Oregon University to multiple constituencies, including prospective students, their families, and school/community contacts. They take the lead in implementing recruiting initiatives to meet application and enrollment goals. They must be effective at managing recruitment territories and tracking participation in college fairs, events and planned recruitment targets.

Additionally, this position is a front-line service provider with primary responsibility for transfer student admission counseling, recruitment travel, and management of the assigned geographic areas. This position will work in conjunction with the Admissions Counselors and work collaboratively with the Director of Admissions as well as with the Assistant Director for Visitation & Outreach and the Assistant Director of Admissions for Evaluation to develop and set recruitment goals. They must be able to adeptly and positively communicate with and support a diverse population of constituents. The position requires a significant level of independent judgment and autonomy in regards to accomplishing the goals set for this position.

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
- Minimum of three years of professional experience in admissions, recruitment or related field
- Strong experience in recruitment programs in a higher education environment required
- Strong experience with transfer recruitment
- 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
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

### 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](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.