

Admissions Evaluator

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| Recruitment #: | S2170 |
| Review Date: | Immediate review Open until filled |
| Department: | Admissions Office |
| Salary Rate: | \$2,807 - \$4,107 [<u>10 step range</u>] |

Position 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 Requirements:

- 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 knowledge areas and preferred qualifications.

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Required Application Materials:

1. WOU Employment Application form [available here](#) - classified
2. 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 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.