



Director, Undergraduate Admissions

Recruitment #:	S2270
Review Date:	Open Position closes 10/19/22
Department:	Admissions Office
Salary Rate:	\$90,000 - \$110,000 (salary commensurate with education and experience)

Position Summary:

The Director of Undergraduate Admissions will plan, develop, implement, and evaluate a comprehensive student recruitment and admission program designed to inform prospective students of the academic programs and services at Western Oregon University. The Director of Undergraduate Admissions has budget management, oversight and resource allocation responsibilities, supervises the admissions staff team, and serves as an active leader in the division of Student Affairs.

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

Minimum Requirements:

- Master's degree and four years or more of progressive leadership experience relevant to work in an accredited higher education admissions office **OR**
- Bachelor's degree and six years or more of progressive experience relevant to work in an accredited higher education admissions office. **AND**
- Demonstrated experience and ability to mentor, work, supervise, and lead a team.
- Experience working with a Customer Relationship Management (CRM) system.
- A demonstrated record of successful outcomes in the development and achievement of enrollment goals.
- Demonstrable commitment to Diversity, Equity, Inclusion, Accessibility and Belonging.

Preferred Qualifications:

- Master's degree in Higher Education Administration (ie. College Student Services Administration, Student Affairs, Counseling, or related field).
- Experience working at an emerging or designated Hispanic Serving Institution (HSI).
- Experience working with Technolutions Slate CRM.
- Experience working with Banner SIS/FIS software.
- A solution-oriented disposition and ability to approach situations with creativity and innovation.
- Demonstrated ability to develop and implement admission and recruitment strategies, policies and procedures for short-term and long-term organizational objectives and goals.

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](#) - 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](#)

Additional 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.