

Director, Undergraduate Admissions

Recruitment #:	S2305
Review Date:	Review begins March 6, 2023 Open until filled
Department:	Admissions/Student Affairs
Salary Rate:	\$90,000 - \$110,000

Position Summary:

The Director of Undergraduate Admissions plans, develops, implements, and evaluates 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 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.

The Office of Admissions is a department within the Division of Student Affairs at Western Oregon University (WOU). The Office of Admissions includes staff who are engaged in the work of recruitment and outreach to prospective undergraduates, and making admission decisions on all applicants for freshman, transfer, and post baccalaureate undergraduate admission. Admissions works closely with several other units on campus, including but not limited to: Financial Aid, New Student & Family Programs, and University Housing. Within the Office of Admissions, the recruitment team includes a dynamic, committed group of professionals with diverse backgrounds and perspectives who are often the first representatives our prospective students will meet.

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

Minimum Requirements:

- Bachelor's Degree from an accredited institution.
- Minimum of eight years of extensive and progressive leadership relevant to directing a higher ed admissions office.
- Experience working with a Customer Relationship Management (CRM) system.
- A demonstrated record of successful outcomes in developing and achieving recruitment and admission goals.
- Demonstrated ability to supervise, lead, and mentor full time employees in a professional setting.
- Demonstrable commitment to Diversity, Equity, Inclusion, Accessibility and Belonging.

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.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.

3. Resume
4. Diversity Statement:
 - a. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

Additional Application information:

Contact information for three professional references will be requested from finalists.

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are 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.

Accommodation Requests:

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

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.