

Position Description - Unclassified

Position Status:

Position Title		Position Number
Admissions Counselor		E99303
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 mos.	07/01/23 – 06/30/24	Exempt
Position Type	Regular/Short-Term	
Full-Time	Regular	
Work Location	Department/Division	
Monmouth	Admissions	
Reports to	Reports to Position Number	
Director of Admissions		
Incumbent	University ID #	
TBD		

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The Office of Admissions is one of 17 units within the division of Student Affairs dedicated to supporting the academic mission of the university. The division of Student Affairs fosters students' academic, personal and professional growth; educates students to respect and appreciate diversity; and prepares students to be responsible and engaged citizens in a global community. In support of the University Diversity Statement, the division of Student Affairs believes that we have an obligation to create an inclusive environment that embraces social justice and acknowledges diversity as more than the presence of human difference(s). As a campus, we must establish our community as one which empowers students, faculty and staff. An inclusive environment is one in which each individual feel that they matter to the community (as a whole). Social justice is an ongoing and collaborative process which addresses the multiple levels of inequality in our society.</p> <p>Student Affairs leads the recruitment, retention and student development efforts of Western Oregon University. Committed to a quality educational experience, the division offers programs and services designed to enhance students' personal and professional growth within a diverse learning community. The area implements these programs and services through educational partnerships by providing opportunities for students to acquire the knowledge and skills necessary to become educated citizens and leaders.</p> <p>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 of that division, especially</p>
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Scholarships Financial Aid/Scholarships and New Student & Family Programs, as well as many other parts of campus. Within Admissions, the recruitment & outreach team that includes this position is a dynamic, committed group of professionals with diverse backgrounds and perspectives who are often the first representatives that hundreds of students will meet in the process of choosing whether to apply to, and ultimately attend, Western Oregon University.

B. Describe the purpose of this position and how it functions within this program.

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.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of time	
65% (E)	<p><u>Recruitment</u></p> <ul style="list-style-type: none"> ● Responsible for the recruitment of students in their designated area/territory ● Be knowledgeable about the admissions requirements and serve as a resource ● Establish ongoing recruitment relationships with designated high school ● Work in collaboration with Admissions staff on campus to serve as a liaison to prospective students. ● Collaborate with the Assistant Director of Campus Visits & Events to support on campus events ● Maintain and update admissions presentation materials ● Manage a daily, weekly and monthly schedule ● Develop and evaluate strategy for individually-assigned geographic recruitment regions. ● Track recruitment events (virtual/in-person college fairs: PNACAC, WACAC NACAC, etc.) and ● Serve as C.O.D (counselor on duty) as assigned
25% (E)	<p><u>Communication</u></p>



10% (E)	<ul style="list-style-type: none"> ● Work in a collaboration with the Director, Assistant Director of Campus Events & Visits and Assistant Director of Admissions to support recruitment efforts. ● Serve as the lead contact for students, schools, community organizations & programs from their designated area. ● Slate: A working knowledge to be able to effectively use Slate for recruitment purposes as well as for tracking data as needed. ● Works collaboratively with the Admissions Communication Team to support recruitment efforts. ● Ability to give effective tours as needed <p><u>Other duties as assigned.</u></p>
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B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor’s Degree
- Excellent written/oral communication and customer service skills
- Working knowledge of Microsoft Office Suite
- Successful experience building positive working relationships, with strong cross-cultural and interpersonal engagement skills
- The ability to present the University in a positive way to diverse populations
- Valid Driver's License

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Experience in admissions, recruitment, or related field
- Bilingual in English/Spanish and/or ASL
- Experience with Slate CRM

D. Knowledge Areas



List the major areas of knowledge that are required to perform the duties of this position.

- Excellent public speaking and presentation skills.
- Skilled in using technology for communication, record keeping, and management of data.
- Must be detail-oriented and possess strong oral and written communication skills.
- Ability to work in a collaborative and effective manner with students, alumni, diverse families administrators, and faculty.
- Ability to work and communicate effectively with individuals from diverse backgrounds and cultures.

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$0
Delegated authority to monitor budget	\$0
Limited approval authority for purchase	\$0
Purchase only with higher level approval	\$0

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

Hire	Assign Work
Transfer	Recommend salary adjustments
Discipline	Approve requests (i.e. leave)
Dismiss	Respond to complaints/grievances
Layoff	Conduct performance assessments
Promote	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty	0	0
Classified staff	0	0
Unclassified staff	0	0
Student Employees (average per term)	0	0
Other (specify)	0	0

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

- Position has authority to manage a university credit card for college fair, hotel and car reservations as needed for work and travel.

Additional Information:

List any additional information that would help describe the nature of the position.

- Position requires work to be performed during evening and weekend hours, travel for overnight conferences, retreats, etc.
- Position maintains membership in national and regional organizations and is encouraged to participate in professional development activities in those organizations.
- This position adheres to a standard of a professional work week and reports directly to the Director of Admissions.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		

	PEAFAC
	Electronically Filed