

## Admissions Evaluator

<b>Recruitment #:</b>	S2387
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	Admissions
<b>Salary Rate:</b>	\$2,807 - \$4,107 <a href="#">[Salary Steps]</a>

### About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities, and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education, and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 37% of undergraduates being students of color.

### Position Summary:

The Admissions Evaluator position is responsible for analyzing, evaluating, and interpreting the criteria on which admission decisions are made, as well as 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.

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

### Minimum Requirements:

- The ability to understand, manage and communicate complex concepts, processes, & rules
- Effective communication skills
- Ability to be detail oriented and maintain a high level of accuracy in work
- Demonstrated commitment to serving the needs of a diverse population
- The ability to manage sensitive information, conduct yourself professionally, and serve with empathy
- Excellent interpersonal skills

### Preferred Qualifications:

- Experience working in education or nonprofit organizations
- Experience working in an environment requiring compliance with policy/regulatory requirements
- Experience with databases and/or information systems, preferably the Banner Student Information System (Banner SIS) and/or Slate

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

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

2. Cover Letter that addresses your qualifications for the position.
3. Resume

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications listed.

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. Education checks are processed for positions requiring a formal degree as a minimum requirement.

**Benefits:**

Western Oregon University offers an excellent benefits package which includes 95% premium paid healthcare, a generous pension/retirement package, and reduced tuition rates for employee, spouse, and dependents 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@wou.edu](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.

**Veterans Preference**

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

**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.**