EASTERN WASHINGTON UNIVERSITY
DIVISION OF EDUCATIONAL OUTREACH

POSITION DESCRIPTION: ADVISOR/RECRUITER (BELLEVUE)

SUMMARY:

The Bellevue Advisor/Recruiter position reports to the Operation Manager at Bellevue Community College and is responsible for student advising, recruiting, and coordinating specific outreach efforts of the EWU@Bellevue programs within the Division of Educational Outreach, as well as assisting with the administration of the programs. The position is located on the Bellevue Community College campus, and is responsible for assisting students, prospective students and members of the community with general information about the EWU@Bellevue programs, EWU student services such as financial aid, registration and disability services for students, as well as the office administration.

RESPONSIBILITIES/TASKS:

- Serve as the primary point of contact for students, prospective students, community members and others served by EWU@Bellevue.
- Advise students on general university core requirements, proficiencies, competencies, graduation requirements and pre-major explorations planning and design.
- Determine student needs, assist them directly or act as their liaison with appropriate departments or university resources for information/service i.e....Office of Admissions, Financial Aid, Career Services, Counseling Center, Academic Support programs.
- Interpret university and department academic policies, procedures and requirements to students regarding program planning.
- Advise students in selecting the appropriate degree program to meet their career or academic objectives.
- Review with students their records concerning their academic progress and estimated time required to complete a given degree track or program.
- Direct the review and maintenance of student records, forms, documents and files as necessary.
- Correspond with students, concerning policies, procedures and applications and enrollment deadlines for all EWU@Bellevue programs. Edit correspondence materials sent to new and perspective students.
- Assist with promotion, recruitment and retention of students for EWU@Bellevue programs.
- Represent Eastern Washington University and EWU@Bellevue programs to prospective students at job fairs, and other recruitment events when requested.
- Assess and track quality of recruitment events for future improvements and optimal level of participation.
- Develop and implement in coordination with Operation Manager visitation schedules and agendas for trade fairs, university sponsored events, and professionals organizations.
• Cooperate with Operation Manager in maintaining academic integrity and consistency in all EWU@Bellevue degree program options.
• Manage student disabilities accommodations and records.
• Assess and verify the need for accommodation for students with disabilities by gathering appropriate documentation and conducting intake interviews.
• Work closely with the Disabilities offices located on Eastern Washington University and Bellevue Community College main campuses.
• Stay current with disability-related state and federal laws, especially as they pertain to student accommodations.
• Write reports, collect and analyze data as assigned by Operation Manager.
• Develop and review departmental reports for self support tuition deposits and enrollments.
• Consult Operation Manager on important decisions and provide necessary supporting information regarding trends, changes, updates, problems and challenges with EWU@Bellevue programs.
• Provide EWU constituents with assistance and support in reference to EWU@Bellevue programs functions.
• Support EWU faculty working on the BCC campus.
• Occasional overnight travel and/or training sessions in Cheney.

QUALIFICATIONS:

Bachelor’s degree preferred; experience in advising/recruiting students, or other student services or administrative experience in higher education may be substituted for education. Strongly prefer experience in higher education, as well as experience in one or more of the following areas: student recruiting, advising, registration and/or disability services. Must offer superior written and verbal communication skills. Computer skills in a PC and mainframe operating systems environment, skills in Microsoft Office applications.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED:

• Ability to manage multiple activities.
• Ability to be trained in the policies and procedures involved in the recruiting, advising, and registration of students at an institution of higher education.
• Ability to be trained to become proficient in providing student disabilities support and obtaining knowledge of policies, procedures, and law.
• Extensive knowledge of English usage, spelling, punctuation and grammar.
• Ability to establish and maintain effective working relationships with EWU University colleagues, BCC staff and the external community.
• Ability to become proficient in use of campus student information system and financial records system.
• Ability to speak effectively in public and to serve as an ambassador for the University.
• Ability to develop and disseminate information about EWU@Bellevue programs using various forms of media.
• Working knowledge of general office procedures and use of office equipment.