SENIOR ADMISSIONS ADVISOR

This is a new position within the Office of Admissions. Review of applications will begin immediately and will continue until position is filled.

**Basic Function and Responsibility:** This position participates in a comprehensive student recruitment and admissions program. Position is responsible for recruitment and outreach for prospective students; schedules/conducts high school and community college visits; participates in many special events and programs; and facilitates community outreach. Position maintains proactive student, parent, counselor and community related communications; advises prospective students regarding EWU programs, academic requirements, and services; develops and evaluates recruitment activities in southern and central Washington; coordinates outreach with and to involve EWU faculty and staff; and assists in resolving application difficulties. Position is strongly focused on providing excellent customer service and communicating the education opportunities available at EWU. Click here for a complete job description.

**Special Notes:** This position is located in Yakima, Franklin or Benton Counties. Candidate will work from a home office with equipment provided by EWU. Position will be assigned a State vehicle for business purposes only; selected candidate must offer a valid driver's license and good driving record. This position will be required to work day, evening and weekend shifts as required. Position requires lifting heavy boxes of promotional materials.

This position, during the course of university employment, will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults, or children under the age of 16. Successful applicant will be required to pass a background check.

**Qualifications:** Bachelor's degree and at least two years experience working in a public relations/customer service environment required. Effective public speaking and written communication skills, and a commitment to liberal arts education. Candidate must be flexible; have a demonstrated ability to work with under-represented students; able to handle a demanding work schedule; be able to work independently within a team leadership structure; possess strong organizational skills; practice a high standard of ethics and integrity; have a sense of humor; and work effectively within a diverse constituency. Candidate must be committed to quality service and must be able to utilize various forms of technology – Word, Excel, PowerPoint, etc.

**Preferred Qualifications** include bilingual ability and full time admissions or higher education work experience.

**Application Procedure:** Applications should include a letter describing qualifications for the position; a resume; and names, addresses, and telephone numbers of at least three professional references, which speak to your qualifications to the Selection Committee at the address shown below. For additional information regarding this recruitment, please contact Lori Kory, Human Resources Associate at (509) 359-2381 or email at HR@mail.ewu.edu