

# WESTMONT COLLEGE

## Admissions Counselor

### Office of Admissions

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**Position Summary:** Represents Westmont to prospective students, parents, high school counselors, pastors, youth leaders, and the community at large, recruiting and assisting in contacting and selecting qualified and diverse undergraduate students who meet Westmont's enrollment goals and academic standards.

**Qualifications:** Requirements include: Bachelor's degree; understanding of and commitment to high-quality Christian liberal arts education and multiculturalism; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; excellent written, oral presentation communication skills; ability to solve problems, and creatively handle a variety of situations - "extra-mile" attitude; ability to work independently and within a team structure and effectively with a diverse constituency; proficiency in Microsoft Office Suite and familiarity with social networking; valid CA driver's license and clean driving record. Also requires: ability to lift and carry travel displays and related materials weighing up to 30 lbs.; evening and weekend hours from September to April, as scheduled.

#### Responsibilities:

- Schedules, coordinates, and visits high schools and churches in assigned geographical areas to recruit prospective students. 8-10 weeks of travel per year will be required.
- Interviews and counsels prospective students and families about admissions, financial aid, academic, and community life programs, and student life at Westmont. Counsels prospective students regarding the college search process. Develops effective relationships with high school and community college personnel, youth pastors and leaders, alumni, and others who may influence youth about their college decisions.
- Responsible for overseeing specific office processes according to skillset such as: leading student interns and tour guides, telecounseling, visit day presentations, and more.
- Travels to assigned geographic market areas to meet specific recruitment and admissions goals.
- Contributes to the development of admissions policies and procedures. Evaluates application files and recommends admissions decisions.
- Assists in planning and coordinating special recruitment strategies and programs, both on and off campus, for prospects, their families, personnel of secondary schools, youth pastors/leaders, and other community leaders.
- Assists Office of Admissions in providing tours for visitors, extending customer service in any way that introduces the college as their interests calls for – arranging for faculty, coaches, and other meetings.
- Assists in developing and implementing emerging electronic communication strategies while also determining how they should impact admissions counseling efforts.
- Assists in the training of tour guides and student assistants when necessary.
- Assists with and attends all Preview Days, Admitted Students events and other events serving students.
- Evening and weekend work required.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Other duties as required.

**Reports to:** Director of Admissions