



# ENROLLMENT DEPARTMENT ASSOCIATE

## FOCUS: RECRUITMENT

### DEPARTMENT

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Enrollment Management - 5100

### QUALIFICATIONS

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Candidates should possess developed speaking skills showing a comfort in the development and execution of directed presentations. Candidates should also possess strong phone skills, and management abilities, experience, or potential. Knowledge of database systems, comfort with computers, and troubleshooting abilities.

### DUTIES

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Responsible for assisting recruitment staff in their recruitment efforts.

- **Schedule** visitations during Fall and Spring recruitment times at local area high schools, churches, and community organizations for admissions counselors.
- **Accompany** admissions counselors to local area visits throughout the year as needed.
- **Attend local area visits** in place of territory assigned counselor as requested by recruitment staff.
- **Facilitate** campus events throughout the year at the direction of the Events Associate and Events Manager.
- **Utilize database** to create, schedule, and manage visitations for themselves and members of the recruitment staff.
- **Support Admissions Department Staff.** Complete various tasks to assist in the daily functions and operations of the Admissions Team.
- **Attend Admissions Events.** Provide support during Admissions sponsored events; may include weekend or evening hours.

Responsible for assisting and executing strategic assessment projects in relation to the colleges recruitment and retention efforts:

- **Director of Admissions.** The Director of Admissions may assign projects throughout the academic year intended to inform institutional recruitment and retention efforts. These projects might impact additional institutional department outside of enrollment.
- **Assistant Directors.** The Assistant Directors of Admissions (Recruitment and Operations) may assign projects throughout the academic year that will inform and impact the colleges' recruitment practices and philosophy.
- **Admissions Staff.** Additional projects specific to individual territories might be assigned as identified by the Director of Admissions.

### COMPENSATION

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\$10.00 per hour

### HOURS

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Requires 10-13 office hours a week with flexible hours of availability. Some local travel is expected; therefore a valid driver license and reliable transportation are required. Checking and responding to email and voicemail daily.

Admissions Associates are also expected to be an active part of the Warner Pacific College team to staff certain events throughout the year. Dates for these events will be provided at Admissions Associate Training, in August before the start of school.

### CONTACT

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Mariana Toscano  
Senior Enrollment Counselor  
503-517-1016  
mtoscano@warnerpacific.edu



Please answer these questions in a separate document and attach to your application:

1. Why would you like to be a part of the Office of Enrollment Management?
  
2. Give specific examples of what is appealing to you about the Recruitment Associate Position.
  
3. What specific professional or educational experience have you had that may be helpful in successfully filling this Associate role?
  
4. What do you see as the biggest selling points of Warner Pacific College? How would you go about communicating those strengths to a prospective student?
  
5. Choose one of the following terms that best describes you and explain why:
  - a. Team Player
  - b. Follows Instructions
  - c. Self-Starter

Warner Pacific College operates in accordance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Act of 1975, and the Family Rights and Privacy Act of 1974. These acts, as amended, prohibit discrimination on the basis of age, race, color, sex, national or ethnic origin or physical handicap and provide for secure handling of all personal and educational records and materials. No question on this application is intended to secure information to be used for such discrimination. Warner Pacific College is an Equal Opportunity Employer.