EMPLOYMENT OPPORTUNITY

Open until filled

Date: Aug 18, 2014 **Anticipated Start Date: Sept 12, 2014**

If you have questions regarding this position please contact STEPHANIE POLLARD, spollard@multnomah.edu, 503-255-0332

Job Title: Graduate and Seminary Admissions Counselor

Reports To: Associate Director of Admissions

Job Description: The primary purpose of this position is to represent Multnomah University—and Multnomah Biblical Seminary—in the recruiting of new students and to give information to other groups and organizations about Multnomah's seminary and graduate degree programs. This position may also be responsible for the recruitment and admission efforts related to the Seminary's Seattle site.

Representation of Multnomah is accomplished in a variety of settings and formats. The person in this position may travel to other colleges and universities (to meet with faculty and other influencers, to speak to student groups, chapel services or classes, and staff informational tables), parachurch organizations, churches, and graduate school fairs in the Portland and Seattle area and occasionally in other parts of the West to present Multnomah as a valid choice for graduate study. He/she also visits with prospective students on campus on a one-on-one basis, in small and large groups, at campus events, on the phone, and through e-mail. He/she works closely with applicants, faculty and other staff members to manage and complete the application process, including scheduling admission interviews, the review of admission files, and to assist students in enrolling. The ultimate purpose of this position is to ensure that Multnomah enrolls new students who are a good fit with the institution, in sufficient numbers to meet institutional goals.

Principal Responsibilities:

- Represent Multnomah and recruit prospective students for Multnomah at graduate school fairs, events related to Christian ministry (e.g., Urbana), and visits to churches, parachurch organizations and universities.
- Recruitment travel. The admissions counselor will occasionally travel locally, regionally and in other parts of the country.
- Build the University's pool of prospective students, maintain extensive contact as appropriate with them, encourage them to apply when appropriate and assist them in the admission process.
- Work closely with other office personnel to facilitate daily work and other related admission activities.
- Assist in planning, organizing and directing campus events for prospective student visitations and related activities for recruitment of students.
- Give tours of the campus and meet with prospective students and their families.
- Interpret and apply office and institutional policies.
- May assist in the hiring and supervision of student employees.
- Authority to determine own work schedule within guidelines, including working before and after hours and on weekends. Authority to prioritize work responsibilities.
- Assist in decisions related to hiring new employees for the admissions office.
- Makes admission decisions following established institutional standards.
- Assist the Director of Admissions, Associate Director of Admissions and other staff in evaluating recruitment strategies and implementing changes as needed.
- Works collaboratively with other University employees and students.

- Pray for the institution, its students and prospective students, its employees and the efforts of the Admissions Office.
- Other duties as assigned by the Director of Admissions.

Seattle

This position may include responsibility for recruiting students for the Seattle site located in Bellevue, Washington. In this case, the counselor will:

- Spend four to seven days a month in the Puget Sound area, with a primary emphasis on outreach for the MBS site in Bellevue.
- Work with the Director of Distance Education to maintain an advisory council of pastors and other ministry leaders, alumni and business/community leaders who support the Seattle site.
- Be a local representative to the institution hosting the physical teaching site in Bellevue.
- Work with Director of Distance Education to ensure that the provisions of the University's Memorandum of Understanding (MOU) with the Seattle host site are fulfilled.

Job-specific Requirements:

- Must have a Bachelor's degree. Master's degree preferred. Note that this position may not be compatible with the ongoing pursuit of a graduate degree, particularly on a full-time basis.
- Experience in higher education admissions is preferred.
- Must have current driver's license, acceptable driving record and be able to travel on aircraft.
- Must possess effective communication skills both written and oral and have the ability to speak before large and small groups in a variety of settings. Possessing the gifting to preach or otherwise present biblical/spiritual truths to groups is an additional benefit.
- Must be able to master a thorough knowledge of Multnomah and its programs, policies, etc. Must be able to articulate the value of a seminary education and the distinctives of the University, and to explain the different types of degrees and how each might meet the needs of a particular student. Past experience as a seminary or graduate student is helpful.
- Must have excellent interpersonal skills, including discernment and sound judgment in counseling prospective students and the ability to respond well and quickly when faced with unexpected circumstances.
- Must be able to effectively network with church and college personnel to promote Multnomah and build relationships to the advantage of the Seminary.
- Experience with education offered at a distance (e.g., attended or employed on an institution's satellite campus) may be helpful.
- Must be able to work in a team environment, be self-motivated, possess strong organizational skills and be able to work on multi-tasks concurrently. Must be comfortable with tasks that are administrative (e.g., data entry, file management) and those more relational (i.e., people skills).
- Must be able and willing to work irregular hours, including nights and weekends, as needed.
- Must be able to work independently, showing resourcefulness and initiative.
- Must act with integrity and professionalism.
- Must be competent with computers and integrated computing systems. Expertise in multimedia, electronic communication, databases and web page creation and editing may be preferred. Knowledge of computer programming and PowerCAMPUS is helpful.
- Must be able to lift and carry 40 pounds.

General Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian college and seminary, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John. 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be a regular participant in a local, evangelical church.

- Maintain a Christ-like testimony in all aspects of the job.
    - Communicate openly and clearly in a Christ honoring and congenial manner, both within the department and to those outside the department.
    - Represent Multnomah well in dress, grooming and actions.
    - Show discernment in the use of time. Communicate regularly and openly with supervisor.
    - Encourage an atmosphere of unity and collaboration among university departments.

Full Time (40 hours) with Medical and Dental benefit options
starting the first day of the month following the first 30 days of employment.

To Apply:

For full consideration complete an employment application (online at www.multnomah.edu/employment) and attach a cover letter and resume. Please include the name, title and phone number of three references. An interview may be arranged after your file is complete.

If you have questions regarding this position please contact STEPHANIE POLLARD, spollard@multnomah.edu, 503-255-0332