



# 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](mailto:spollard@multnomah.edu), 503-255-0332

## **Job Title: Undergraduate Admissions Counselor**

**Reports To: Associate Director of Admissions**

**Job Description:** The purpose of this position is to represent Multnomah in the recruiting of new students to attend the University and to give information to other groups and organizations about Multnomah. Representation of Multnomah is accomplished in a variety of settings and formats. The person in this position travels extensively to high schools, churches, community colleges, and college and career fairs throughout the Northwest—and elsewhere at times—to present Multnomah as a valid college choice. 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. The Admissions Counselor works closely with applicants and other staff members to manage and complete the application process, including 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 college, in sufficient numbers to meet institutional goals.

### **Principal Responsibilities:**

- Represent Multnomah and recruit prospective students for Multnomah at various events such as college fairs, church and high school visits, and counselor functions.
- Make regular, personal contact with prospective students by phone, mail, email and social media.
- Plan and carry out extensive, strategic, regional travel, primarily in a designated territory. May also include other geographic areas as assigned.
- 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.
- Supervise student telecounselors some evenings and other student employees in certain circumstances, such as scheduled office hours and campus visit events. May assist in the hiring 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. Responsible for recruitment of students from his/her recruiting territories.
- Assist in the process for determining academic scholarship and other financial aid awards.
- Assist in decisions related to hiring new employees for the admissions office.
- Makes admission decisions following established institutional standards.
- 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 or Associate Director of Admissions.

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*If it's Bible you want, then you want Multnomah!*

**MULTNOMAH UNIVERSITY**

8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU

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## Job-specific Requirements:

- Must have a Bachelor's degree.
- 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 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, high school and community college personnel to promote Multnomah and build relationships to the advantage of the University.
- 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 master a thorough knowledge of Multnomah University and its programs, policies, etc.
- Must be able to lift and carry 40 pounds.
- 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.

## 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.

**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](http://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.

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