WESTMONT COLLEGE

Admission Counselor, Transfers and International Students
Office of Admission

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 transfer and international students who meet Westmont’s enrollment and academic standards.

Qualifications: Requirements include: Bachelor’s degree; understanding of and commitment to high-quality Christian liberal arts education and multiculturalism; personal support of, the particular mission and constituency of Westmont College as a liberal arts college in the evangelical Christian tradition, excellent written and oral communication skills; ability to solve problems, and creatively handle a variety of situations - “extra-mile” attitude; ability to work independently 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 20-40 pounds and working some evening and weekend hours from September to April, as scheduled. Will require domestic and international travel.

Responsibilities:

- Schedules, coordinates, and visits high schools, community colleges, and churches in assigned geographical areas to recruit prospective students. 8-10 weeks of travel per year will be required.
- Contributes to the vision and outreach strategies of the office: employs search and fulfillment strategies for new transfer prospects and assists the dean with development of transfer outreach efforts via email, social media, print and phone.
- Assists in the management and writing of communication flow to transfers as well as international students.
- Incorporates data from The National Student Clearinghouse to identify former applicants who enrolled elsewhere and develop communication plan for outreach.
- Establishes contact and ongoing communications with potential feeder schools throughout Asia, Europe, Africa and Latin America.
- Develops networks in potential feeder markets through the Association of Christian Schools International and other established contacts in Asia, including Korea, China and India.
- As a Designated School Official, manages clear guidelines for internationals students’ visa application through the U.S. Government’s Immigration and Customs Enforcement / SEVIS system.
- Interviews and counsels prospective students and families about admission, 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.
- Counselors are responsible for overseeing specific office processes according to the skills they exhibit such as: leading the housing interns and tour guides, web marketing and newsletters.
- Travels to assigned geographic market areas to meet specific recruitment goals.
- Responsibly uses college credit card and accurately documents expenses related to work according to office and college standards and protocols.
- Contributes to the development of admission policies and procedures. Evaluates application files and recommends admission decisions.
- Evaluates transcripts from domestic and international secondary schools and converts international scores to U.S. scoring and determines likely transferability of coursework for Transfer students. Communicates with sending institutions for clarification of transcripts as needed.
- Assists in planning and coordinating special recruitment strategies and programs, both on and off campus, for prospects, their families, personnel of secondary schools and 2 year colleges, youth pastors/leaders, and other community leaders.
- Assists in planning and overseeing International Student Orientation event, including coordinating and training Student Ambassadors.
• Assists and attends all Preview Day, Monroe Scholars and Admitted Students events when not traveling for recruitment.

• Evening and occasional Saturday office coverage required (not to exceed one Saturday every two months).

• 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 needed.

Reports to: Associate Dean of Admission