

WESTMONT COLLEGE

Admissions Counselor

Office of Admissions

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 and academic standards.

Requirements include:

Bachelor's degree; understanding of and commitment to high-quality Christian liberal arts education and multiculturalism; 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 includes: ability to lift and carry travel displays and related materials; evening and weekend hours from September to April, as scheduled.

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, including evenings and weekends.
- 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.
- Oversees specific office processes according to the skills exhibited, which may include: directing the housing interns, tour guides or telecounselors.
- Involved in various aspects of online marketing/communication to prospective students and their parents.
- Evaluates application files and recommends admission decisions. Contributes to the development of admissions policies and procedures.
- 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 ongoing development of social networking strategies.
- Assists in the training of tour guides and student assistants as requested.
- Assists with and attends all Preview Day, Monroe Scholars and Admitted Students events.
- Provides tours for visitors when necessary.
- 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.
- Other duties as assigned.

Reports to: Dean of Admissions

Application Procedure: Complete the on-line application at www.Westmont.edu.