MAJOR PURPOSE:
The Director of Traditional Undergraduate Admissions is a marketing savvy individual who leads and directs the undergraduate admissions operation using advanced and innovative recruitment techniques. This individual will continue William Jessup University’s record of improving the academic profile and geographic diversity of its first year and transfer classes. The Director will represent WJU to prospective students and their parents, high school and community college counselors, youth pastors, youth leaders, and the community at large.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Direct the Admissions office staff; hire, train, and supervise the Admissions staff in all areas of their responsibilities as well as develop their performance evaluations.
2. Share in some of the same responsibilities of an Admissions Counselor such as recruitment travel; interviewing and corresponding with prospective students; networking with high schools, community colleges, churches and para-church groups; and coordinating campus events.
3. Manage the budget for all expenses incurred in the normal operations such as special event planning, printing, mailing, advertising, recruitment travel expenses, materials and supplies.
4. Work with the Director of Financial Aid for the implementation, disbursement, research, contact, and follow-up recruitment regarding financial aid.
5. Ensure that multicultural development, including working to implement strategies for cultural and ethnic diversity growth and sensitivity on campus, is being addressed.
6. Work with the Athletic Director to coordinate recruitment efforts, ensuring processes and procedures are adhered to and followed by coaches and athletes. Also assists with marketing, and promotion of the Athletic Department to all WJU constituents.
7. Coordinate the National Christian College Fair in the Sacramento Region.
8. Assist with the development of all materials related to recruitment and marketing.
9. Gather, sort, format and design data to be disseminated to internal (Executive Team) and external constituents (i.e. US News, Princeton Review, and other college search engines.)
10. Perform other duties as assigned or needed.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER QUALIFICATIONS:

EDUCATION/CERTIFICATIONS:
- Bachelor of Arts or Science degree
- Master’s Degree desired

REQUIRED KNOWLEDGE/EXPERIENCE:
- 5-7 years experience, preferably supervisory, in the admissions field from a traditional four-year institution, particularly from a college or university in the Council for
Christian Colleges & Universities (CCCU) or Association of Independent California Colleges and Universities (AICCU).

**SKILLS/ABILITIES:**
- Ability to direct a complex office environment
- Ability to use discretion and independent judgment in evaluating application files and making admission decisions.
- Ability to resolve difficult issues regarding the application process
- Excellent interpersonal, organizational, and written/oral communication skills
- Proficient technical skills including MS Office Suite and administrative software
- Familiarity with, and personal support of, the particular mission and constituency of William Jessup University

**WORKING ENVIRONMENT:**
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

**WORKING CONDITIONS:**
The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.
I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

____________________________  ____________________
Employee Signature              Date