MAJOR PURPOSE:
To represent William Jessup University to prospective students and their parents, high school and community college counselors, churches, and the community at large, recruiting and assisting in contacting and selecting qualified and diverse traditional undergraduate students who meet WJU’s enrollment and academic standards. Extensive knowledge of Jessup curriculum and culture required, along with general knowledge and work experience in higher education preferred, for analysis and determination of eligibility of prospective students.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Overall, recruit students to attend William Jessup University who meet the admissions requirements and who are a good fit to the mission and vision of WJU. Aspects of that are as follows:
2. Research and analyze demographics to effectively manage, schedule, and coordinate visits to high schools, community colleges, and churches in assigned geographical areas to recruit prospective students.
3. Travel to assigned geographic market areas to meet specific recruitment goals (minimum 8-10 weeks of travel in fall and minimum 2-3 weeks of travel in Spring/Summer is required).
4. Meet with and counsel prospective students and families about admission, financial aid, academics, community life programs, and student life at Jessup.
5. Counsel prospective students about general college planning, including the advantages of Christian Higher Education and the differences to secular public and state institutions.
6. Develop effective relationships with high school and community college personnel, youth pastors and leaders, alumni, and others who may influence youth about their college decisions.
7. Contribute to the development of admission policies and procedures.
8. Regularly exercise discretion and independent judgment in the review and evaluation of application files, recommending admission decisions and scholarship awards.
9. 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.
10. Assigned specific office processes according to the skills exhibited and developed, such as: shared responsibility of student staff, social networking and marketing, event planning and community relations.
11. Other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
• A Bachelor’s Degree (required)

REQUIRED KNOWLEDGE/EXPERIENCE:
• Previous admission experience desirable.
• Understanding of and commitment to high-quality Christian education and multi-culturalism.
• Excellent written and oral communication skills.
- Must be a problem solver and able to deal with a variety of situations - "extra-mile" attitude.
- Have the ability to work independently within a team structure and effectively with a diverse constituency.
- Must be able to multi-task and respond well to interruptions.
- Detail oriented.
- Must be willing to travel independently.
- Evening and weekend work required from September to April, as scheduled.

SKILLS/ABILITIES:
- Demonstrated proficiency in Microsoft Office suite.
- A valid CA driver's license and clean driving record.

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 50 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 ____________________