POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Admissions Counselor	11/17/2026
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	
Department/Division	Work Location
Admissions / Academic Affairs	Monmouth Campus
Reports to	Position Number
Director of Admissions	E99297
Incumbent	Reports to Position Number
	E99438

SUMMARY

Please provide brief summary of the position.

The Admissions Counselor position is responsible for recruiting and supporting prospective students through the admissions and enrollment process. The Office of Admissions serves domestic and international first-year and transfer students, as well as graduate students. This role develops and maintains recruitment plans within assigned territories or student populations and may include high school visits, community college outreach, college fairs, email and phone engagement, and participation in on-campus and off-campus recruitment events designed to connect prospective students and families with the university. The Admissions Counselor builds relationships with schools, community partners, and prospective students to support enrollment goals and expand access and engagement with underrepresented student populations. Additional responsibilities may include reviewing and evaluating applications for admission, assessing transcripts, entering decisions into admissions systems, and providing guidance to students and families throughout the admissions process. This position requires flexibility and may include evening and weekend hours.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical

assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	**Duties / Responsibilities**	**Essential or Incidental**
60%	<u>Student Recruitment & Engagement</u> • Serve as the primary recruiter for prospective students within a designated geographic territories or student groups. • Develop, implement, and assess recruitment strategies for assigned territories or populations. • Conduct proactive outreach through email, phone, virtual platforms, and other communication tools to engage prospective students and families. • Travel within assigned territory to visit high schools, community colleges, and attend recruitment events. • Build and maintain relationships with high school counselors, community college advisors, and community-based organizations. • Present to prospective students, families, and community groups both on and off campus. • Collaborate with campus partners to support on-campus recruitment programs and events. • Coordinate and prioritize daily recruitment activities and long-term projects. • Serve as Counselor on Duty (C.O.D.) as assigned.	Essential
25%	<u>Application Review and Evaluation</u> • Review and evaluate applications for admission in accordance with institutional policies and established criteria. • Assess academic credentials, including transcripts and supporting documentation, to determine admissibility. • Add admissions decisions accurately and in a timely manner. • Ensure compliance with university policies and maintain confidentiality of student records. • Contribute to consistent and efficient evaluation practices.	Essential
10%	<u>Leadership and Service</u> • Represent Admissions at events, committees, and meetings, often in collaboration with campus partners. • Participate in ongoing professional development and stay informed of enrollment management trends and best practices. • Contribute to fostering an inclusive, accessible, and welcoming environment for all members of the community.	Essential

5%	Other Duties as Assigned	Essential

EDUCATION and/or EXPERIENCE

EDUCATION

Type of Education	Required	Preferred	Specific field, training or degree

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For <u>classified</u> positions, please see classification specifications found online at** https://fa.oregonstate.edu/classification-specifications to assist with the particular specifications for the position. Please contact Human Resources with questions.

High School Diploma or equivalent (GED)	☐	☐	
Associate degree (A.S., A.A.) or two- year technical certificate	☐	☐	
Bachelor's degree	☒	☐	
Master's degree	☐	☐	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	☐	☐	
Other (explain)	☐	☐	

EXPERIENCE

Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Recruitment and/or marketing experience	No Experience	1-2 Years	

SOFT SKILLS

Soft Skill	Required	Preferred	Notes
Communication	☒	☐	
Public Speaking	☒	☐	
Time Management	☒	☐	
Attention to Detail	☒	☐	

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
☐None			
Driver's license	☒	☐	
Eligibility for Professional license, registration or certification	☐	☐	
Professional license	☐	☐	

Registration	☐	☐	
Certification	☐	☐	

SUPERVISION	
Check the box next to each supervision level utilized by this position.	
Level 1 Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	☒
Level 2 **Lead Capacity:** Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	☐
Level 3 Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring,	☐
disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	
Level 4 Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	☐
Level 5 Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	☐
Level 6 Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	☐

SUPERVISION CONTINUED	
Level 7 The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	☐
If Level 3 or above is selected, please list direct reports:	

Job Title (i.e. “Student Employee”, “Office Specialist 1”)	**Number of Employees Supervised with this Job Title**

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY	
For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources Forms Page.	
Scope of Decisions Made:	Guideline Driven
Impact of Decision Made:	Unit/Department
Autonomy and Discretion:	Independent Work, Results Defined
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Transactions
Operating Budget ($):	$
Grant Funding ($):	$
Number of Grants:	
Foundation Funding ($):	$
Number of Foundation Funds:	
Agency (WOU) Funding ($):	$

WORKING CONDITIONS		
Typical Work Functions* (check all that apply)	☐ Balancing	☒ Carrying
	☐ Climbing	☐ Crawling
	☐ Crouching/ Stooping	☒ Driving
	☐ Feeling/Handling	☒ Keyboarding/Computer Use
	☐ Personal Protective Equipment	☐ Pulling/Pushing
	☐ Reaching	☒ Regular interaction with customers
	☐ Repetitive movement	☒ Sitting
	☒ Speaking	☒ Specific Work Schedule
	☐ Squatting	☒ Standing
	☒ Telephone Use	☐ Twisting/Bending
	☒ Walking/Running	☒ Writing

Typical Working Environment and Hazards* (check all that apply)	☒ Normal office environment ☐ Chemicals ☐ Darkness/Poor Lighting ☐ Electrical Hazards ☐ Fire Hazards ☐ Human-Source Material (e.g., blood) ☐ Moving machinery/Heavy Equipment ☐ Noise ☐ Potential Combative Work Environment ☒ Traffic ☒ Weather Extremes	☐ Animals/Wildlife ☐ Confined Spaces ☐ Dust/Fumes ☐ Explosives ☐ Heights ☒ Indoor Temp Extremes (Heat/Cold) ☒ Near-Continuous Use of Video Display ☐ Pathogens ☐ Radiation ☐ Vibration

Lifting Demands*	Up to 25 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Choose an item.
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
☐ NBAPBUD/NBAPOSN ☐ NBAJOBS ☐ PEAFACT ☐ Electronically Filed			

NOTES: