



ADMISSION COUNSELOR (24-MONTH POSITION) *Office of Admission*

POSITION SUMMARY

Reporting to the Sr. Associate Dean of Admission, the admission counselor will be an integral member of the team of admission officers who visit high schools, community colleges, and community-based organizations around the country for information sessions, college fairs, workshops, and other programming. The admission counselor will also assist with virtual programming, on-campus programs, and prospective student interviews. In addition to general admission officer duties, the admission counselor will also read and evaluate applications and actively participate in the committee process to select candidates. Other duties will be assigned based on the needs of the office and the skills of the individual.

Occidental maintains a longstanding commitment to access and equity and as a result our current student body is 46% domestic students of color and 16% first-generation college students. Our financial aid policies meet 100% of the demonstrated need of our students. The Office of Admission seeks a colleague who will identify innovative ways to help us build upon this strong foundation and work towards building a more anti-racist admission process for our prospective students. Our expectation is that the successful candidate will excel at working in a community that is broadly diverse with regard to race, ethnicity, socioeconomic status, gender, nationality, sexual orientation, and religion.

SUMMARY OF DUTIES, RESPONSIBILITIES, AND GOALS

- Manage assigned geographic territories, including travel locally and out of state. Some evening and weekend work is required, as well as willingness to work extended hours during peak periods.

- Maintain and develop relationships with school-based counselors and applicants at high schools and community colleges within their assigned geographic territories in order to assess invitations for college fairs and information sessions, and to build a schedule of campus visits within these regions.
- Evaluate first-year and transfer applications.
- Serve in the rotation of the admission officer (AO) of the day to present information sessions, in-person or virtually, and answer questions of prospective students visiting campus for tours, emailing with questions, or calling the Office of Admission to speak with an admission counselor.
- Utilize technology and our admission database to compile reports as it relates to territory and event management.

QUALIFICATIONS

A bachelor's degree, prior admission experience (either professional or volunteer), and a valid driver's license are required. Candidates should demonstrate a dedication to a residential liberal arts education and a commitment to diversity and equity. Successful candidates should also possess: the ability to work collaboratively within a diverse team as well as independently, a high level of energy and responsibility, strong communications skills including public speaking experience, facility with various forms of technology (including Zoom and other video platforms), and a sense of humor. Some evening and weekend hours will be required.

APPLICATION INSTRUCTIONS

Qualified candidates are encouraged to submit a cover letter and resume (in Word or PDF format) to resumes@oxy.edu. Priority consideration will be given to materials received by May 30, 2022. Preferred start date of July 5, 2022.

Additional information

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

Revised: May 12, 2022