

## **Job Posting**

Position: Graduate, Online, and Transfer Enrollment Advisor  
40 hours, 12 Months  
Anticipated pay range: \$16.25-\$18.25 per hour

Reports to: Director of Strategic Partnerships and Graduate Admission

### **OCCUPATIONAL SUMMARY:**

Houghton University provides and academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and academic backgrounds, and equips them to lead and labor as scholar-servants in a changing world. The mission of the Houghton University Admission Office is to inspire prospective students and parents to choose Houghton through personalized, authentic, and compelling outreach within a Christ-centered culture of continual learning, creativity, and collaboration.

### **ESSENTIAL FUNCTIONS:**

- Cultivate relationships
- Work with prospective students interested in 100% online undergraduate and graduate programs from application to enrollment decision. Also assist with settling in to first day of classes.
- Work with transfer residential students from application to enrollment. This will include credit audit preparation and review.
- Travel to represent the university at transfer schools, transfer fairs, and traditional undergraduate fairs
- Work collaboratively with faculty, staff, and outside partners
- Perform other duties as assigned
- Valid driver's license
- Able to work in a fast-paced environment, independently and as a team
- Attention to detail while accurately performing tasks through completion

### **MINIMUM REQUIREMENTS:**

- Bachelor's degree
- Experience in settings involving conflict management, customer service, with an organizational background
- Computer and database management skills
- Excellent interpersonal communication skills including oral, written, and presentational
- Adaptability to various situations and able to "think on your feet"
- Ability to work extra hours for travel and events, as approved
- Valid driver's license
- Able to work in a fast-paced environment, independently and as a team
- Attention to detail while accurately performing tasks through completion
- Christian integrity and character; supportive of The Wesleyan Church theological and doctrinal positions

**Houghton University is fully committed to a culturally diverse faculty, staff and student body.  
Successful candidates will evidence similar commitments.**

*Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.*

### **Application Procedure:**

To apply please submit the following materials via email to: [jobs@houghton.edu](mailto:jobs@houghton.edu).

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.