



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Admission Counselor/Office Manager
DEPARTMENT: Adult and Continuing Education (ACE)
STATUS: Regular Full-time (38 weekly hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- Bachelor degree in Business, General Studies, or related field.
- Excellent oral and written communications.
- Ability to work as a team to accomplish goals.
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BRIEF DESCRIPTION OF DUTIES:

- Recruiting and assisting in enrolling students in ACE program.
- Managing application in slate.
- Ensuring admission applications are processed in a timely manner
- Developing and implementing a communication plan for enrollment funnel.
- Collecting and processing all relevant documents required for acceptance.
- Managing the daily operations of the ACE program.
- Processing requisitions and ordering supplies.
- Processing travel documents for Director.
- All other duties as assigned.



SALARY: Commensurate with education and experience

POSTING DATE: December 2022

CLOSING DATE: Opened until Filled.

HOW TO APPLY: Interested persons must submit employment documents electronically:

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

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