



Assistant Director of Admission or Admission Counselor

The Office of Admission at Pitzer College seeks a talented professional for a position as either Assistant Director of Admission or Admission Counselor depending on qualifications. This position recruits, evaluates, and selects qualified candidates for admission. Under supervision from the Director of Admission, is responsible for the coordination, implementation, maintenance, and evaluation of specialized programs related to the recruitment and admission function.

This position requires two to four years of experience in admission. The ideal candidate will have a great understanding of a liberal arts education, experience with CRMs (in particular, Slate), the ability to switch between tasks quickly and remain cool under pressure.

This is a full-time, exempt level position week working 12 months per year. The regular hours for this position are 8:00 am to 5:00 pm, Monday through Friday. Some evening and weekend work will be required, including travel. These hours may vary due to needs of the College or department.

Learn more about our Admission team by visiting us online at <https://www.pitzer.edu/admission/meet-staff/> and our employment benefits at <https://www.pitzer.edu/human-resources/benefits/>.

Note: This is a summary of the essential functions and requirements for the position; a detailed description is available at the hyperlink listed below.

MINIMUM REQUIREMENTS

Education: Must have a bachelor's degree from an accredited college or university.

Experience: Must have two to four years of experience in admission.

Licenses/Certifications: Must have a valid driver's license and a driving record acceptable to the College's automobile insurance carrier.

COMPENSATION:

Pay Rate: The monthly rate is commensurate with qualifications, plus excellent benefits. Benefits can be viewed at <http://www.pitzer.edu/human-resources/benefits/>. The pay range will be available to interviewed applicants by request.

Benefits: This position is eligible for the College's full program of employee benefits subject to the terms and conditions in the plan documents/policies, including: medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions, tuition remission within The Claremont Colleges, gym/fitness resources (including a personal trainer), free parking, an interest-free computer loan, and more. *Note: Restrictions or service requirements apply.* Visit <http://www.pitzer.edu/human-resources/benefits/> for details. Contact us at HR@pitzer.edu if you have questions.

TO APPLY:

Priority Deadline: Applications received by **August 13, 2019** will be included in the initial screening. Review of applications will commence immediately.

Please click [here](#) to be directed to an online Box folder to view the full job description, download the **Staff Employment Application Form** (required) and **Applicant Information Form** (optional). Submit the forms with the following documents:

1. Cover Letter: Describe how your qualifications satisfy the position requirements
2. Resume: Provide relevant experience with dates.

SUMIT ALL MATERIALS TO: StaffJobs@pitzer.edu

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.

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