



Corban University
Position Description

Application Specialist

DEPARTMENT:	Enrollment Management
REPORTS TO:	Associate Provost for Enrollment Management
FLSA STATUS:	Part time seasonal (20-28 hours per week, August 15-May 15)/Non-Exempt
REVISED:	November 2014

Application Instructions on Following Page

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: This position supports the Applications Coordinator in processing incoming undergraduate applications in a timely and efficient manner.

ESSENTIAL FUNCTIONS:

- Scan application support documents and upload to application.
- Enter test scores and other data into Admissions database (Recruiter/Microsoft CRM).
- Manage applicants in Recruiter, including merging duplicates, updating addresses and correcting profile information.
- Open and sort application mail daily.
- Assemble and mail acceptance packets and decision letters to applicants.
- Track the status of submitted applications.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Detail oriented
- Strong technical competency and ability to learn new computer applications quickly
- Basic knowledge of data systems and their importance in organizational function
- Effective organizational skills

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree preferred but not required
- Minimum of two years of office experience
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally

WORKING CONDITIONS:

Traditional office environment with a Monday-Friday work schedule. Evening or weekend work may be required occasionally.



Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook

To Apply

Interested candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu)

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316