



## ZAYTUNA COLLEGE

<b>Job Title:</b>	Admissions Officer
<b>Department:</b>	Office of Enrollment Management
<b>Reporting To:</b>	Director of Enrollment Management
<b>FLSA Classification:</b>	Exempt
<b>Job Category:</b>	Regular Full-Time
<b>Location:</b>	Berkeley, CA

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### **ABOUT ZAYTUNA COLLEGE**

Zaytuna College is America's first accredited Muslim liberal arts college that offers a Bachelor of Arts degree in Islamic Law and Theology, as well as a six-week Summer Arabic Intensive program that fulfills the (Arabic) language prerequisite for incoming freshmen. The College aims to restore the centrality of the pursuit of knowledge among Muslims that has always been the hallmark of Islamic tradition. The primary mission of the College is "to educate and prepare morally committed professionals, intellectuals, and spiritual leaders, who are grounded in the Islamic scholarly tradition and conversant with the cultural currents and critical ideas shaping modern society." A central goal of the College is to reintegrate the once vital and influential voice of Muslim thought and erudition back into the ongoing Western Conversation of Great Ideas within the context of our new globalized society informed largely by shifting Western values.

### **THE POSITION**

Under the general supervision of the Director of Enrollment Management, the Admissions Officer performs duties related to the recruitment and admission of undergraduate and Summer Arabic Intensive students. The Admissions Officer will represent Zaytuna College to potential students and others on and off campus and encourage a positive interest in applying to the undergraduate program and Summer Arabic Intensive program. In close consultation and collaboration with the Dean of Faculty and Director of Enrollment Management, this position will create and manage ongoing strategic initiatives to ensure enrollment goals are met. Significant travel will be an essential part of the position, as will participation in evening, weekend and holiday activities.

### **ESSENTIAL FUNCTIONS**

The following are the primary day-to-day responsibilities for this position. These are not exclusive or all-inclusive. Other duties may be required and assigned.

- Develop and implement targeted, strategic initiatives, programs and plans to meet admissions goals
- Recruit qualified students who may benefit from Zaytuna College's program offerings
- Be intimately familiar with all of the College's academic programs in order to promote and generate interest and represent Zaytuna College in all recruitment activities

- Promote the College by planning, leading and participating in recruitment events: open houses, special programs, off-campus events, information sessions, exhibitions, school visits, tours, webinars, etc.
- Develop informational presentations about Zaytuna College's program offerings and present them to target audiences
- Advise students, parents, and high school and college guidance counselors on application process, programs, academic requirements, financial aid options, housing, and other student services
- Establish new relationships and maintain existing relationships with high school counselors, prospective students, and organizations
- Represent the College in an ethical and professional manner
- Plan, organize, and execute daily, weekly, and long-term communication with potential students and follow-up with students through direct meetings, live chat, phone calls and emails from initial contact through application.
- Travel on behalf of Zaytuna College for recruitment and other institution related events
- Enter data on leads, return calls, emails, appointments, interviews, completions, enrollments, and other data as required of admissions representatives
- Develop regular admissions related reports
- Provide support to the Office of Enrollment Management when needed
- Other duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE**

### **Education/Certification**

- Minimum of a bachelor's degree in related field
- Extensive knowledge of the Zaytuna College and/or the College's alumni preferred

### **Experience**

- Minimum of 2 years in progressively responsible college admissions roles
- Broad-based experience in admissions and recruitment planning

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Aware of Zaytuna College's vision, mission and values and committed to its aims and objectives
- Excellent written and verbal communications skills with strong oral presentation skills
- Strong leadership skills that exhibit integrity, collaboration, flexibility and result-oriented approach with the ability to make well-reasoned decisions
- Strong organization skills with high attention to details; ability to prioritize work effectively and adjust to multiple demands
- Strong knowledge of electronic mail and calendars, the Windows and Mac environment, including Microsoft Word, Excel, PowerPoint and other office productivity packages.
- Cultural fit

## **WORKING CONDITIONS:**

### **Work Environment**

This job operates in an office setting and professional office environment when not traveling. The job routinely uses technology, including computers, microphones, telecommunications systems, desk phones, cell phones, Smart phones, and copiers but is not limited to only these devices and systems.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to speak and hear. The employee is also required to walk, stand, and sit for extended periods of time and to have sufficient hand, arm, and finger dexterity to operate a computer keyboard and other office equipment. Must be able to transport materials to and from the airport weighing up to 70 lbs.

### **Travel**

This position requires approximately 60% travel time; frequent out-of-the area and overnight travel can be expected, including weekends and holidays.

### **Application Materials**

Resume

Cover Letter

References

[Email all application materials to:](#)

**[employment@zaytuna.edu](mailto:employment@zaytuna.edu)**

Be sure to include the title of the job you are applying for in the subject line of your email.

*Zaytuna College is an equal opportunity employer*