

**Office of Admission**  
**Assistant Director of Admission for Student Programs**

**General Summary:** We seek a degreed professional to promote and represent the university to prospective students and families in the enrollment process, and coordinate the work of our student ambassadors on a daily basis and in support of campus visit events, daily tours, and meeting enrollment goals. Reports to an Associate Director of Admission and is responsible for all aspects regarding recruitment of prospective first year (and transfer students) with a specific emphasis on coordinating student programs. Uses a strategic approach to territory management with guidance of the senior team to ensure steps are in place to meet enrollment goals. Assists with the coordination of projects and programs as assigned.

**Responsibilities:**

*Coordinating Student Programs:*

- Manage Butler Student Ambassador (BSA) staff
  - Hire, train, and manage Office of Admission student workers in all aspects of job and at all levels including intern, student assistant, tour guides, and volunteers.
  - Complete all student staff payroll with budget of approximately \$136,000
  - Handle BSA performance reviews and disciplinary issues
  - Supervise daily work of BSA including, but not limited to scheduling, tour assignments, data entry, telecounseling, mail processing (ingoing and outgoing), and event staffing
  - Serve as an integral part in the training, planning and execution of events in regards to BSA
  - Manage BSA operating budget of \$5500, set estimated expenses for upcoming year, and file requests for payment.
  - Assist with review of tour talking points and route annually. Work with visit staff to coordinate tour guide assignment.
  - Develop new ideas to utilize BSA most effectively in the Office of Admission
- Co-manage the Office of Admission's True Blue visit (yield visit for admitted students)
- Maintain knowledge and use of CRM (Slate Technolutions) enrollment software for assistance with visiting report and processing of prospect and inquiries request for information cards
- Serve on assigned internal work groups and committees
- Represent Butler University and Office of Admission in professional manner to on- and off-campus constituents
- Other duties as assigned

*Counselor Responsibilities:*

- Manage an assigned territory strategically that involves 4-6weeks of recruitment travel such as high school visits, college fair attendance, student and parent panel participation, interviews, case studies, and prospective or admitted student receptions
- Utilize territory management tools to build travel schedule and determine outreach by market
- Counsel constituents on the admission and financial aid process to support enrollment
- Build relationships and follow-up communications with college counselors within territory
- Proficient in generation of applications, application completion and comprehensive review of applications by territory and programs
- Compile periodic updates reports to assess three year territory trend and yield activity as well as comparative reports for campus event analysis
- Demonstrate proficiency with the financial aid process

**Requirements:**

- Bachelor's degree
- Excellent oral and written communication skills
- Excellent organizational skills and detail-oriented
- Office of Admission and related experience preferred
- Experience working with high school or college aged students preferred
- Budget management/payroll experience preferred
- Work to create long-term relationships with other offices
- Professional appearance and demeanor
- Strong teamwork skills for providing solutions
- Flexibility in a changing environment
- Valid US driver's license and clear driving record is preferred
- Willingness to travel, and work extra hours and/or weekends when needed

*Butler University is committed to enhancing the diversity of the student body, faculty and staff. In addition, hiring decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. Butler University provides equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.*