

**Associate Director of Admissions for Recruitment, Marketing and Admissions Scholarships
Ball State University**

The Office of Admissions at Ball State University is accepting applications for a full time professional position as Associate Director of Admissions for Recruitment, Marketing and Admissions Scholarships, with a desired start date of January 8, 2018.

Major Responsibilities: Supervise part of the professional staff members in the Office of Admissions; assign responsibilities/projects; monitor progress; evaluate performance; facilitate professional development; provide leadership and coordination for the university's prospective student recruitment and yield initiatives; participate in strategic long-range planning, oversee admissions marketing efforts, team building, goal setting, and assessment of Office of Admissions and Orientation's policies, procedures, and programs relating to the recruitment and yield of undergraduate freshmen.

Minimum qualifications: Master's degree plus previous professional work experience and familiarity with day-to-day operations of an admissions office and the college recruitment and yield process; possess and maintain a valid driver's license and be insurable under the university's auto fleet policy.

Candidates for searches must have current authorization to be employed in the U.S. without employer sponsorship.

Preferred qualifications: Master's degree in student personnel, higher education or related field. At least five years of experience in an admissions office, including recruitment travel, project management, and marketing experience. Familiarity with Ball State University; evidence of exceptional written and oral communication skills; evidence of good judgment, strong-decision-making skills; commitment to promoting diversity and to student development

Apply online at: <http://bsu.peopleadmin.com/postings/10908> Please include the following documents with your application: Resume, cover letter and master's transcripts. Review of applications will begin immediately and will be accepted through November 19, 2017. Original, official transcripts will be required at time of hire.

The university offers an excellent wellness program and extensive benefits offerings to include a generous paid time off package and paid parental leave. Ball State University is located in Muncie, Indiana, on an attractive campus 45 miles northeast of Indianapolis. Approximately 22,000 graduate and undergraduate students enroll in one of seven academic colleges that offer 190 undergraduate programs. We offer more than 140 master's, doctoral, certificate, and specialist degrees, with many of them ranking among the best in the nation. To learn more about Ball State University, visit our website: www.bsu.edu

Ball State University is an Equal Opportunity/Affirmative Action employer that is strongly and actively committed to diversity within its community. Women, minorities, individuals with disabilities and protected veterans are strongly encouraged to apply. All qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status or any other legally protected status.

