

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

Ball State University is accepting applications for a professional position as Associate Director of Admissions for Recruitment, Marketing, and Admissions Scholarships.

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 OR Bachelor's degree with five additional years of related professional experience.

Related professional work experience.

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.

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.

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

Apply on-line at <http://bsu.peopleadmin.com/>. Include the following documents with your application: Resume and cover letter. Interviewees will be required to submit copies of transcripts for the highest related degree earned prior to the in-person interview. Original, official transcripts will be required at time of hire. Review of applications will begin immediately and applications will be accepted through April 25, 2018.

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 eight 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.

Ball State aspires to be the model of the most student-centered and community-engaged of the 21st century public research universities, transforming entrepreneurial learners into impactful leaders – committed to improving the quality of life for all. The university offers an excellent benefits package.

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.