

Office of Admissions
Assistant Director of Admissions for Diversity
Ball State University

The Office of Admissions at Ball State University is accepting applications for an Assistant Director of Admissions for Diversity. Responsibilities for this position include; collaborating with the Associate Vice President of Enrollment Services and its leadership staff to support the Office of Undergraduate Admissions' commitment to attracting and recruiting a qualified and diverse student body. Actively participate in programming and recruiting initiatives and meet the university's overall enrollment goals.

Minimum qualifications: Bachelor's degree from an accredited college or university by time of appointment. Demonstrated and strong commitment to diversity; at least one year of relevant educational or outreach work experience. Strong organizational, interpersonal, and communication skills (written and oral) with a customer service orientation; ability to speak before large groups or audiences; comfort and experience with computer technology; ability to load and transport admissions materials, displays, and other equipment; possess and maintain a valid driver's license and be insurable under the university's auto fleet policy.

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

Preferred qualifications: Master's degree in student affairs, education, communication, or related field from an accredited college or university by time of appointment. Experience working with and presenting to a diverse student constituency; bilingual with emphasis in Spanish.

Apply online at: <http://bsu.peopleadmin.com/postings/12873> Include the following documents with your application: cover letter addressed to Mr. Christopher Munchel and resume. Although the option to upload copies of transcripts is available in the application, an official, original transcript showing the highest related degree earned is required at time of hire. Additionally, a degree verification will be ordered at time of hire. Review of applications will begin immediately and will be accepted through May 13, 2018.

Ball State University is located in Muncie, Indiana, approximately 45 miles northeast of Indianapolis. At more than 22,500 students, enrollment for the 2017-18 academic year is Ball State's largest ever. Our students come from all Indiana counties, all 50 states and 68 countries to pursue knowledge in seven academic colleges offering 190 undergraduate majors, 130 undergraduate minors, 140 graduate programs and 200 study abroad programs.

The Ball State way is rooted in the Beneficence Pledge – a commitment to excellence in teaching and scholarship, honesty and integrity, social responsibility, gratitude and valuing the intrinsic worth of each member of our community. Ball State students, faculty and staff are empowered in a culture that believes in them and demands they believe in themselves. They are partners in an innovative, immersive approach to education. They are supported by living and learning facilities that enable intellectual curiosity. We graduate scholars who are changing the world, and we've dedicated our University to do the same.

The university offers an excellent wellness program and extensive benefits offerings to include a generous paid time off package and paid parental leave. For further information regarding benefits please visit: <https://cms.bsu.edu/About/AdministrativeOffices/HumanResources/Jobs/Benefits-and-Community/professional-staff>

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.