

Assistant Director of Admissions

Posting Details

Position Information

Position Title Assistant Director of Admissions

Additional Information

FLSA Administrative Exemption

Hrs/Week 40

Length of Assignment Fiscal Year - FT Continuing Contract

Position Function In collaboration with the Associate Vice President of Student Affairs and Enrollment Services and Executive Director of Admissions and Orientation and its leadership staff, support the Office of Admissions and Orientation in meeting its enrollment goals by actively participating in recruitment and yield programming initiatives targeting prospective students.

Minimum Education Bachelor's degree from an accredited college or university by time of appointment.

Minimum Experience At least one year of relevant educational or outreach work experience.

Minimum Other 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.

Preferred Education Master's degree in student affairs, education, communication, or related field.

Preferred Experience Experience working with and presenting to a diverse student constituency, previous experience in recruitment travel.

Preferred Other

Pre-Employment Screening Requires successful completion of a background check.

Positions Supervised None.

Certifications

EEO Statement 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.

EEO/AA Employer/Veterans/Disabled.

About Ball State University

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 10 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.

Department

Office of Admissions:150060

Department Information

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.

Duties & Responsibilities

Ranking

1

Job Duty

Manage recruitment territory; extensive travel for approximately ten to twelve weeks; possess working knowledge and familiarity of high schools and guidance counselors in assigned market area to include visit policy, enrollment history (into Ball State), and academic profile of each high school; provide support with targeted recruitment visits to feeder high schools, spring visits to attract high school juniors, by: making decisions with the Associate Director of Recruitment and Admissions Scholarships regarding which schools to visit, making decisions independently regarding timing and scheduling of visits, performing appropriate follow-up, cultivating non-productive high schools, maintaining positive relationships with guidance professionals, and assessing market culture to meet enrollment goals.

Ranking

2

Job Duty

Perform application file review by: exercising autonomy and sound judgment to review applicant files, making admission decisions, and performing appropriate follow-up.

Ranking

3

Job Duty

Represent the university to prospective students, their families, guidance counselors, and other individuals and/or organizations involved with college selection process through group presentations, phone calls, e-mail, and one-on-one meetings; communicate with various audiences; counsel students and families; make decisions about appropriate follow-up; present positive and professional image of Ball State.

Ranking

4

Job Duty

Provide support with coordination and assessment of various admissions programs including on- and off-campus yield receptions, recruitment programs, and various special events (i.e. orientation, diversity, and transfer initiatives).

Ranking

5

Job Duty

Participate in projects for specialized areas of interest within the Office of Admissions. Previous examples include: intercollegiate athletics, data research and analysis, supervision of student Telecounselors, event planning (on- and off-campus), new staff training, and inventory management.

Ranking	6
Job Duty	Perform other related duties as assigned including working a flexible schedule e.g. weekends, evenings and overnights during travel.

Posting Detail Information

Posting Number	201700214P
Number of Vacancies	1
Desired Start Date	03/26/2018
Position End Date (if temporary)	
Open Date	02/13/2018
Applications Accepted Through Date	03/05/2018
Open Until Filled	No

Special Instructions Summary

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Undergraduate Transcripts
2. Letter of Recommendation 1
3. Letter of Recommendation 2
4. Letter of Recommendation 3
5. Master's Transcripts