

Office of Admissions
Assistant Director of Admissions
Ball State University

Ball State University is accepting applications for a professional position as Assistant Director of Admissions.

Major responsibilities: 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 qualifications: Bachelor's degree from an accredited college or university by time of appointment.

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.

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

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

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, cover letter and undergraduate transcripts. Please note that this posting requires transcripts (even if obtained at Ball State University), along with the other required documents, at time of application. The transcript must show the degree program in which the applicant is enrolled. Original, official transcripts showing degree conferred will be required at time of hire. Review of applications will begin immediately and applications will be accepted through April 17, 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.