

Director of Undergraduate Admissions Ball State University

Ball State University's Office of Admissions is accepting applications for a professional position as Director of Undergraduate Admissions.

Position Function: Supervise the professional staff members in the Office of Admissions and Orientation; 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 from an accredited college or university. 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.

Candidates 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/16013>. Include the following documents with your application: cover letter addressed to Mr. Christopher Munchel and resume. Review of applications will begin immediately and will be accepted through January 7, 2019. 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.

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.