



## **Job Description**

**Job Title:** Assistant Director of Multicultural Recruitment

**Job Classification:** Administrative

**Department:** Admission

**Reporting Relationship:** Reports to the Associate Director of Admission

**Job Summary:** The enrollment management division at Hanover College is seeking an energetic admission professional with a high ability for strategic planning who will work autonomously to expand Hanover's presence in key recruitment areas while developing under-served burgeoning multicultural markets for Hanover. Qualified candidates will travel extensively in the fall visiting high schools, attending college fairs, and work closely with the college counselor community, community-based organization leaders, student mentors and non-profit organizations. Throughout the year, the selected candidate will play a key role in developing multicultural recruitment strategies for Hanover College and serve as a liaison to the enrollment management senior leadership team and student life division on inclusion, access and student success matters to promote a mindful and welcoming environment for students of color. This position will maintain a recruitment territory and will, at the discretion of the director of admission or vice president for enrollment management, manage any ancillary duties assigned.

The selected candidate will have the strategic, managerial and entrepreneurial background necessary to provide exemplary leadership in an environment that is fast-paced with high expectations.

### **Essential Functions:**

- Participate in the development, implementation, and assessment of tactical recruitment plans with specific focus on diversity recruitment initiatives;
- Grow and strengthen relationships with community based organizations and other external agencies to support recruitment efforts and meet enrollment goals;
- Remain up to date on government policies and NACAC initiatives for inclusion, access and success affecting prospective students of underrepresented populations;
- Provide leadership and tactics to serve the strategic plan goals of increasing domestic student of color enrollment benchmarks;
- Interview with and formulate communication initiatives with prospective students;
- Deliver presentations to a diverse constituency;
- Make admission decision recommendations;
- Provide admission and financial aid counseling;
- Assist with on and off campus admission events;
- Represent the college at high school visits, college fairs, financial aid nights, and various state and national conferences;

- Execute responsibilities in an environment that provides a high level of autonomy while keeping supervisor informed of progress towards attainment of admission objectives.

**Job Qualifications:**

**Education Required:** Bachelor's Degree

**Experience Required:** 1-2 years (admission counselor) / 2-3 years (assistant director) of admission, financial aid, multicultural student recruitment and student affairs or related experience preferred.

**Skills Required:** Excellent written, verbal and interpersonal skills. Successful track record of working in a team-based professional environment. Demonstrated ability to think strategically, to take initiative, exercise sound decision making and multi-task. Understanding of data-driven decision-making and analytical thinking. Proven ability to establish priorities and meet deadlines. Demonstrated proficiency speaking and writing Spanish preferred.

**Physical/Emotional Requirements:** Must be able to make decisions and respond to challenges quickly and with ease. Must be able to assist team members and prospective students with unusual and complex issues. Sitting/standing/walking for extended periods. Professionalism and complete confidentiality when counseling students and/or parents. Able to work in a stressful, time sensitive environment.