

Position Title	Senior Assistant Director of Diversity Recruitment, Office of Undergraduate Admissions, Indiana University Bloomington
Department Information	<p>The Office of Admissions is the front-facing department to the public for undergraduate recruitment for the Indiana University Bloomington campus. The Office of Admissions is responsible for recruiting the freshman class each year, counseling prospective students and their families about the admissions process, providing accurate information to the public about our recruiting requirements and standards; and marketing Indiana University Bloomington. We are looking for an outgoing individual who is excited to be a Hoosier and to fill a full-time position as Assistant Director for Diversity Recruitment.</p>
Job Summary	<p>Develops, coordinates, implements, and participates in recruitment efforts and admissions-related initiatives that serve to advance the undergraduate enrollment goals for the Bloomington campus, with a specific focus on Diversity Recruitment and Outreach. The program focus for this position will be the coordination of recruitment and outreach initiatives for Pre-College Programs and Summer Camps, special group visits for targeted populations and community based organization outreach in the Bloomington community. The person in this position will be expected to collaborate with colleagues for special groups and campus visits for targeted populations, evaluate the programs, provide training, develop procedures and processes, and determine the effectiveness of programs and strategies.</p> <p>This position manages a recruitment territory by representing the university at recruitment events, both on- and off-campus, and manages recruitment resources; reviews applications for that territory, interprets admissions criteria, and makes admissions decisions. Participates in department planning, campus committees and task forces, and engages in professional development activities.</p>
Required Qualifications	<p>REQUIRED: Bachelor's degree and two years of relevant experience in admissions, recruitment, marketing, higher education and/or related area.</p> <p>Possess a valid driver's license with the ability to be insured by Indiana University. Excellent interpersonal skills. Presentation skills including ability to interact and communicate effectively with a wide variety of individuals. Strong organizational skills including ability to manage multiple tasks in a fast paced environment while managing many different constituencies at once. Proven ability to work independently, under limited supervision, use discretion and independent judgement in a fast paced environment while providing complex solutions.</p>
Preferred Qualifications	Master's degree; knowledge of IU, state and federal guidelines pertaining to higher education and admission policies; strong computer skills.
Working Conditions / Physical Demands	<p>This position requires considerable domestic travel during the Fall and Spring semesters. During the height of the recruiting season, it is common to work 60-65 hours weeks (including some weekends) for five to six consecutive weeks. Individual is required to work periodic weekends and evenings throughout the year.</p> <p>Physical requirements of this position may include lifting and carrying a variety of materials typically weighing approximately 25 pounds.</p>
Advertised Salary Range	\$36,500 - \$39,500, depending on experience
Work Location	Bloomington, Indiana
Job Category	Staff
How to Apply	https://iujobs.peopleadmin.com/postings/66112
Posting Disclaimer	This posting may be closed at any time at the discretion of the University, but it will remain open for a minimum of 5 business days.

