



Nova Southeastern University, a nationally recognized research university in Fort Lauderdale, Florida, seeks candidates for *three (3) positions*: [Assistant Director of Undergraduate Admissions](#), responsible for meeting undergraduate enrollment goals through strategic marketing and recruiting initiatives designed to attract competitive prospective students to the university.

Activities for these positions include, but are not limited to: effective and timely correspondence with prospective students, their families, and other constituents including written communication, group presentations, and interviewing; extensive travel; event participation; and application review. Many of these responsibilities entail evening and weekend commitments. Successful candidates will have a high degree of creativity, initiative and self-direction, the capacity for intellectual and social engagement.

A bachelor's degree and valid driver's license are required. Graduates of Nova Southeastern University or other competitive, residential, colleges and universities with prior admissions experience (as a professional or student) and a master's degree are preferred. We seek candidates who can articulate the value of the undergraduate educational and co-curricular experience and the unique features and benefits of Nova Southeastern University. Team-oriented collaboration, analytical and organizations skills, fervor for change, exuberance, a positive and professional attitude, as well as cogent writing and public speaking skills are essential.

Nova Southeastern University (NSU), founded in 1964, offers undergraduate, graduate and professional degrees through our 16 colleges in the fields of [Business](#), [Dental Medicine](#), [Education](#), [Engineering and Computing](#), [Arts, Humanities, and Social Sciences](#), [Law](#), [Medicine](#), [Nursing](#), [Optometry](#), [Pharmacy](#), [Psychology](#), and [Natural Sciences and Oceanography](#). NSU has earned an exemplary reputation for its innovative academic and interdisciplinary research offerings, making discoveries and producing new knowledge in health care, biotechnology, life sciences, environment and social sciences.

The NSU campus culture is vibrant, diverse, and welcoming – focusing on our commitment to community and civic engagement. Home to national champions, All-Americans, an Olympian, and professional athletes, the NSU Sharks compete in the NCAA Division II Sunshine State Conference. Through the [FINS Football partnership](#), all NSU students receive free season tickets to home Miami Dolphins football games!

NSU is located in Fort Lauderdale, Florida – a destination city that offers an outstanding quality of life, highlighted by a semi-tropical climate with an average temperature of 77 degrees, rich natural beauty, world-famous beaches, and an array of cultural, entertainment and educational amenities.

Believing that diversity contributes to academic excellence and to rich and rewarding communities, NSU is committed to recruiting and retaining a diverse faculty, staff and student body. We seek candidates, particularly those from historically under-represented groups, whose work furthers diversity and who bring to campus varied experiences, perspectives and backgrounds.

Become an NSU Shark!

To apply, visit <https://www.nsujobs.com/>, and search postings #995724, #997863, and #999362