

**Job Description
Purdue University
Office of Admissions
Assistant Director**

Purdue University is a coeducational, state-assisted system in Indiana. Founded as a land-grant institution in 1869 and named after benefactor John Purdue, the University is one of the nation's leading research institutions with a reputation for excellent and affordable education. Building upon historical strengths in engineering and agriculture, the West Lafayette Campus now offers nearly 6,700 courses in more than 200 specializations in the Colleges of Agriculture, Education, Engineering, Health and Human Sciences, Liberal Arts, Management, Pharmacy, Science, Polytechnic and Veterinary Medicine.

Description:

Assistant Directors counsel and assist prospective freshman and transfer students in the college search and selection process. Primary Assistant Director responsibilities include admission recruitment, outreach and application review with the potential for added responsibility with program coordination and other special projects. The ideal candidate will be an outstanding communicator with the ability to engage and build relationships with prospective students and families, high school counselors and campus partners. Additionally, this position requires the ability to think critically and independently using problem-solving and judgment skills to make educated, professional decisions. The successful candidate will understand and support the benefits of a diverse campus community and value the perspective of others. Assistant Directors are responsible for conducting one-on-one meetings as well as speaking to audiences as large as 1,000 or more on campus, around the state and across the country.

Qualifications:

- Bachelor's degree
- One year of experience in customer service
- Excellent written and verbal communication, organizational and leadership skills
- Proficient in the following software: Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint

Preferred:

- University admissions experience
- Experience in event planning and event management

Additional Information:

- Occasional evenings and weekends required to meet the needs of the department
- Purdue will not sponsor a work related visa for this position
- A background check is required for employment in this position
- FLSA: Exempt (Not Eligible for Overtime)
- Retirement Eligibility: defined contributions immediately
- Purdue University is an EEO/AA employer. All individuals, including minorities, women, individuals with disabilities and veterans are encouraged to apply.

Application process: Review of applicants will begin immediately. For consideration submit resume and apply online at: www.purdue.edu/hr. Job number 1800312.