

**Associate Director of Admissions
University of Indianapolis**

The University of Indianapolis seeks applications for an Associate Director of Admissions. This is a full-time, exempt staff role. The Associate Director of Admissions collaborates closely with the Director of Admission to develop recruitment strategies in order to effectively manage the implementation and assessment of assigned responsibilities that support strategies designed to reach enrollment goals.

The individual in this role will work collaboratively with Director of Admissions to help create, implement and assess strategies as they relate to the focus of the recruitment efforts of the office; supervise and coach staff recruitment team in office and meet regularly to assess work and provide professional development opportunities; identify and capture data for reporting; and manage a limited recruitment territory.

In order to be considered, applicants must possess an understanding of higher-education admission recruitment and demonstrated recruitment success (preferably with high school or college aged students); knowledge of data systems and customer service relationship databases and ability to use and interpret data for strategic planning; and customer service and/or counselor focused work experience.

To review the additional responsibilities and qualifications, and to apply electronically, please visit hrjobs.uindy.edu.

The University of Indianapolis is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, creed, sex, sexual orientation or identity, marital status, national origin, disability status or protected veteran status. The University of Indianapolis does not discriminate on the basis of sex in its educational programs and activities, including employment and admission as required by Title IX.