

Director, Undergraduate Admissions Recruitment

The Division of Enrollment Management is seeking a dynamic leader to impact the educational lives of students, campus, our community, and the world. Utilize cutting edge technology to increase admissions through successful strategies and marketing. Connect students via recruitment activities to our University of Cincinnati.

Reporting to the Assistant Vice Provost for Admissions, the Director will plan and oversee the undergraduate recruitment activities for the University of Cincinnati (UC). Critical functions include directing the marketing efforts and communication plans, oversight of admissions programming, design of yield strategies, coordination of out of state regional recruiters and supervision of 25 professional staff. The director is expected to stay current with emerging technology and best practice strategies in the admissions field.

Characteristic Duties

- Develop long- and short-term strategic plans of the department.
- Maintain current knowledge of emerging technology and its impact on department goals and objectives. Implement processes that take advantage of technology.
- Document and quantify progress toward goals and objectives. Prepare reports.
- Review policies and procedures to identify their effectiveness and implement improvements.
- Create a marketing and recruitment plan that advances department goals and objectives.
- Lead public relations activities of the department.
- Develop and manage department budget and approve expenditures.
- Maintain liaison with internal and external offices and institutions that enter in the Admissions process.
- Keep abreast of current trends in Admissions.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with seven (7) years experience; -OR- Associate's degree with nine (9) year experience; -OR- eleven (11) years experience. Degree must be in student services or related field with experience in development and management of an Admissions program. Experience must include at least three (3) years supervision.

The University of Cincinnati, as a multi-national and culturally diverse university, is committed to providing an inclusive, equitable and diverse place of learning and employment. As part of a complete job application you will be asked to include a **Contribution to Diversity and Inclusion** statement.

The University of Cincinnati is located in beautiful southwest Ohio. This great region, positioned along the banks of the scenic Ohio River reaches across portions of three states. Cincinnati is a vibrant metropolis full of culture & history and overflowing with endless events & attractions. The City of Cincinnati is also known for a strong arts culture; including Aronoff Center, Cincinnati Playhouse in the Park, Cincinnati Museum Center and Cincinnati Art Museum. Greater Cincinnati is also home to nine Fortune 500 companies and 2 Fortune 100 companies.

The University of Cincinnati is a premier, public, urban research university; ranked as one of America's top 26 public research universities by the National Science Foundation. U.S. News has ranked UC in the Top Tier of America's Best Colleges. The Chronicle of Higher Education calls UC a "research heavyweight". Forbes, Delta Sky and Travel + Leisure magazines have named UC one of the most beautiful campuses. #HottestCollegeInAmerica

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