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# Associate Director of Admission #17-79

APPLY



Greencastle, IN

FUNCTIONAL GROUP

Admissions

REGULAR/ TEMPORARY

Regular

## Job Description

### POSITION SUMMARY

The Associate Director of Admission will be a senior member of DePauw's Admission Staff and reports to the Director of Admission. The Associate Director must be committed to the values associated with a liberal arts institution and the ideal candidate must have sufficient background and experience with enrollment management operations within a private university setting. The University is seeking candidates who best solve enrollment management challenges as a member of a team.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Assisting with all aspects of the admission and recruitment processes
- Leveraging data to support enrollment management decisions
- Assisting the Director in developing and training of staff and student workers
- Participating in the admission review process at a selective national liberal arts institution
- Managing a recruitment territory and conducting follow-up activities designed to enhance student interest in the University
- The Associate Director will also work with the Director to manage all aspects of policy development, research and data collection as needed to efficiently and effectively achieve enrollment objectives; and develop and continually assess recruitment strategies.
- Anticipated travel of five-seven weeks for recruitment events and conferences as assigned for this position.
- Supervision of other counseling staff
- Additional responsibilities will be assigned based on previous experiences and skills.

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Consensus Building - Ability to bring about group solidarity to achieve a goal.
- Innovative - Ability to look beyond the standard solutions.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

## Full-time/Part-time

Full-time

## Required Supporting Documents

Resume and CV.

## Closing Date



Jul 1, 2017

## Requirements

### SKILLS & ABILITIES

**Education:** Minimum of a bachelor's degree (masters preferred)

**Experience:** Three to five years of admission experience required

### Other Requirements

- Exceptional interpersonal skills are required, both written and verbal, to effectively and professionally communicate with prospective students, parents, guidance staff and members of the DePauw community.
- Proven track record of success in cultivating relationships with secondary school personnel, parents, athletic representatives, alumni and community based organizations that assist with recruitment efforts.
- Outstanding time-management skills and a demonstrated ability to successfully manage multiple projects, time commitments and resources are required.
- The appropriate candidate will be competent with technology and its application in higher education, have strong administrative and operational skills and be a self-starter who works well independently as well as part of a team.



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DePauw Annual Safety Report (<http://www.depauw.edu/studentacademiclife/campus-safety/annualreport/>)

DePauw EEO Information (<http://www.depauw.edu/offices/human-resources/>)

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