



## **Associate Director of Admissions: Multicultural Recruitment**

Franklin College seeks a dynamic admissions professional to promote Franklin College to prospective students and lead the college's efforts in multicultural recruitment. This is a full-time, salaried position reporting to the Director of Admissions.

### **Specific responsibilities include but are not limited to:**

- Assist in the supervision, mentoring and coaching of the admission counseling team
- Develop and execute a multicultural recruitment strategy in partnership with the Vice President of Enrollment, Directors of Admissions and Financial Aid and admission counseling team.
- Plan and coordinate multicultural recruitment events and activities
- Engage alumni in the recruitment and retention of multicultural students
- Identify and build key partnerships with community-based organizations and other entities that work with youth
- Develop and monitor statistical reports to enhance recruitment strategies, yield management, and operational efficiency
- Meet enrollment goals for assigned recruitment territories
- Develop and maintain close working relationships with key secondary school constituents
- Travel on behalf of the college for recruitment and other college related events
- Review applications from assigned recruitment territories
- Perform other duties as assigned

### **Requirements:**

- A bachelor's degree; master's degree preferred
- Successful track record of recruiting students in a not-for profit college or university
- Ability to effectively communicate in person and in writing, and give engaging presentations to small and large groups
- Should possess high energy, attention to detail, and the ability to organize effectively
- Should be driven to accomplish goals
- Able to mentor and encourage a team to become strong admission professionals
- Valid driver's license and ability to work some nights and weekends
- 3-5 years previous admissions experience preferred

Please send a resume, cover letter, and three references to:

Human Resources

Franklin College

101 Branigin Blvd. Franklin, IN 46131

[humanresources@franklincollege.edu](mailto:humanresources@franklincollege.edu)

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.