

Assistant Director of Admissions  
University of Idaho

Direct Link: <https://www.AcademicKeys.com/r?job=124297>

Downloaded On: Jul. 18, 2019 1:55pm

Posted Jun. 11, 2019, set to expire Aug. 31, 2019

<b>Job Title</b>	Assistant Director of Admissions
<b>Department</b>	
<b>Institution</b>	University of Idaho Moscow, Idaho
<b>Date Posted</b>	Jun. 11, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1495105">https://apptrkr.com/1495105</a>

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**Job Description**

University of Idaho

Assistant Director of Admissions

Location: Off Campus Location - Seattle, Washington

Division/College: Enrollment Management

Employee Category: Exempt

Pay Range: \$45,656 annually or higher depending on education and experience

Full/Part Time: Full Time

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### Position Summary:

The Assistant Director for Admissions (Recruitment) implements the University of Idaho recruitment and conversion initiatives for prospective and admitted undergraduate students and will act as the primary University of Idaho contact for high schools and regional community colleges in assigned geographical areas of responsibility. In addition, the assistant director will also conduct recruiting activities in other selected areas as necessary. With a strong work ethic and understanding of enrollment cycles, the asst. dir. will assist prospective students and their parents in their transition to the University of Idaho, to include representing the University of Idaho at college nights, college fairs, tours, financial aid nights, visits to high schools and community colleges, and following up with contacts. This position is responsible for tracking and understanding the student market in the assigned region, understanding educational systems, and maintaining comprehensive knowledge of UI program, degrees, admissions requirements, and institutional data points, as well as independently managing a budget provided to them for recruitment initiatives and activities specific to their region. The assistant director is also responsible for assisting with other selected on and off-campus recruitment programs.

### Minimum Qualifications:

Bachelors degree

Experience compiling and analyzing information and data for reporting.

Experience planning, organizing, promoting, and implementing programs for large and small groups.

Ability to operate independently, exercising independent judgement and discretion with little or no guidance, and to be able to make decisions on behalf of the Office of Admissions and the University that are appropriate, timely, and defensible.

Strong written communication skills as evidenced in the application materials.

Experience speaking publicly.

Good knowledge of, and ability to use Microsoft Office programs including PowerPoint, Excel, and Word.

### Preferred Qualifications:

Bachelors or Masters degree in student counseling, education, business or public relations, or other related field.

Good knowledge of a student centered/customer service oriented philosophy.

Knowledge of Idaho and the University of Idaho.

Experience working in an admissions office.

Experience operating audio/visual/video equipment, and computer experience.

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Extensive experience in recruiting, public relations, sales, marketing, or related field.  
Ability to learn admissions and financial aid requirements and deadlines for high school and transfer students.  
General knowledge about all University of Idaho programs, majors, services, their requirements, restrictions and costs.  
Bi-lingual (English/Spanish).  
Ability to work cooperatively as a part of a team with a variety of people, including students, faculty, and administrators.

Physical Requirements & Working Conditions:

Valid drivers license.  
Ability to lift, carry, and/or otherwise move objects weighing up to 40 pounds.  
Willingness to travel for several weeks in the fall and in the spring and to work selected evenings and weekends.

Posting Number: SP002226P

Posting Date: 05/29/2019

Closing Date:

Open Until Filled: Yes

Special Instructions:

This position is open until filled, however, applications received on or before June 30, 2019 will receive first consideration.

Position will remain open until a sufficient pool of candidates is identified.

In addition to the online application, please submit a resume and a detailed letter of qualification addressing all of the minimum and preferred qualifications.

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [\[url=https://apptrkr.com/1495105\]jobs.uidaho.edu](https://apptrkr.com/1495105]jobs.uidaho.edu)



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EEO Statement

University of Idaho is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

University of Idaho

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