

Associate Director of Admissions
University of Idaho

Direct Link: <https://www.AcademicKeys.com/r?job=125941>

Downloaded On: Sep. 23, 2019 5:46am

Posted Jul. 19, 2019, removed Sep. 2, 2019

Job Title	Associate Director of Admissions
Department	
Institution	University of Idaho Moscow, Idaho
Date Posted	Jul. 19, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Student Records/Registrar
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Job Description

University of Idaho

Associate Director of Admissions

Location: Moscow

Division/College: Enrollment Management

Employee Category: Exempt

Pay Range: \$49,308 per year or higher depending on education and experience

Full/Part Time: Full Time

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Position Summary:

Based in Moscow, Idaho, this position is responsible for operating independently to exercise judgement and discretion, as well as to develop, coordinate, and manage a regional recruitment plan for designated territories. This position provides leadership and coordination of the University of Idaho undergraduate recruitment, admissions, and enrollment programs. They will contribute to the development and execution of the Enrollment Management Strategic Marketing and Recruitment Plan. Working with the Director of Recruitment, and representatives of University Marketing and Communications, they will produce enrollment promotional materials and update pertinent websites as needed. They will coordinate and plan events strategically in line with college and university goals and processes; advise prospective students through engagement with high school, community college, community-based organizations and other entities; independently develop pipeline initiatives to encourage interest with the University of Idaho; exercise independent judgment and authority in making certain admissions decisions and contributing to the overall decision. They will supervise full-time, board-appointed admission counselors, coordinators; evaluate, coach and guide employees in meeting their own professional and personal goals using performance reviews and feedback; and assist in the further utilization and development of constituent relationship management (CRM) systems in order to achieve stated recruitment and enrollment goals.

Minimum Qualifications:

Bachelors degree.

3 years of years experience in higher education.

Strong written communication skills as evidenced in the application materials

Experience speaking publicly to large and small groups.

Experience compiling and analyzing information and using predictive modeling.

Experience identifying and defining problems/alternatives and developing recommendations for leadership decisions.

Experience planning, organizing, and implementing workshops, programs, and conferences.

Preferred Qualifications:

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

5-7 years of admissions/recruitment experience in Higher Education.

1 year of supervisory experience with budgetary experience and responsibility.

Ability to operate independently, exercising independent judgment and discretion and 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;

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Understanding of current market trends in higher education and the skills to translate that knowledge into successful enrollment management programs and objectives.

Extensive experience in 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 UI colleges, majors, services, their requirements, restrictions and costs.

Strong organizational skills.

Ability to communicate effectively, with individuals and large groups.

Ability to quickly gain familiarity with university policies, procedures, and programs.

Ability to work cooperatively as part of a team with a variety of people, including students, faculty, and administrators; serve as liaison with other departments/institutions; explain and implement policies and procedures

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

Understanding of good management principles and practices and their application; techniques and procedures used in program development; developing, reporting and evaluating programs; knowledge and understanding of the structure and chain of responsibilities within a university; record keeping systems; public relations and marketing principles

Good knowledge of how to make data driven decisions to prioritize time and efforts.

Physical Requirements & Working Conditions:

Ability to lift and/or otherwise move 40 pounds

Valid drivers license. Ability to travel for several weeks in the fall and in the spring, and to work selected evenings and weekends.

Posting Number: SP002268P

Posting Date: 07/16/2019

Closing Date:

Open Until Filled: Yes

Special Instructions:

This position is open until filled, however, applications received on or before August 18, 2019 will receive first consideration. Posting will remain open until a suitable pool of candidates is identified.



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Applicants-please submit a resume and letter of qualification addressing each of the required 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/1541035]jobs.uidaho.edu

EEO Statement

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

Contact Information

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

Please see the job description for contact details pertaining to this university job announcement.