

Assistant Director, Recruiting and Admissions (Program
Manager II)
The University of St. Thomas

Direct Link: <https://www.AcademicKeys.com/r?job=132034>

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Posted Oct. 22, 2019, expired Feb. 21, 2020

Job Title	Assistant Director, Recruiting and Admissions (Program Manager II)
Department	
Institution	The University of St. Thomas St. Paul, Minnesota
Date Posted	Oct. 22, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Communications/Public Relations Admissions/Student Records/Registrar
Apply Online Here	https://staffemployment-stthomas.icims.com/jobs/4427/assistant-director%2c-recruiting-and-admissions-%28program-manager-ii%29/job?in_iframe=1

Apply By Email

Job Description

Assistant Director, Recruiting and Admissions (Program Manager II)

OVERVIEW

The University of St. Thomas invites qualified candidates to apply for a Assistant Director, Recruiting and Admissions (Program Manager II) position within the Opus College of Business.

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our convictions of dignity, diversity and personal attention call us to embody and champion a diverse, equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic



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origins, gender identities, ages, socioeconomic backgrounds, sexual orientations, religions, work experience, physical and intellectual abilities, and financial means. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent with our mission to inspire our students, using the Catholic intellectual tradition, to think critically, work skillfully, and act wisely – all for the common good. A successful candidate will possess a commitment to the ideals of this mission.

JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

Up to 100% tuition remission for employees, spouses, and dependents upon eligibility

A generous Employer retirement contribution of 9.4% of annual salary upon eligibility

Medical, dental, and vision options

Employer-paid disability, life, and AD&D benefits

JOB SUMMARY

The Assistant Director for Recruiting and Admissions is primarily responsible for all communication that leads to the admission and enrollment of highly qualified professionals for St. Thomas MBA programs, MS programs and graduate certificates. S/he develops, adapts, and deploys recruiting strategies that support the promotion and positioning of these programs.

The Assistant Director personally contacts and meets individually with prospective students to provide admissions counsel and guidance. The position is responsible for managing recruiting events, such as information sessions, open houses, class visits and external facing events. The position requires broad knowledge of the St. Thomas graduate business programs' defining characteristics, as well as active acquisition of information on competitive programs and their features. As a member of the Admissions Committee, s/he makes recommendations for admission, and is responsible for admit and non-admit correspondence. The Assistant Director is responsible for achievement of annual enrollment goals and measures and reports results of recruiting activities. Market knowledge acquired by the Assistant Director is systematically captured and proactively shared with the immediate and cross-functional team as appropriate to support the improvement of the quality and competitiveness of the program.

ROUTINE DUTIES AND RESPONSIBILITIES

Daily responsibilities include communication with a large number of recruits and applicants through

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phone outreach, personal e-mails and notes

Tracking and data entry of all engagement with prospects in Salesforce (event attendance, individual meetings, phone calls, emails, etc.)

Recruiting and admissions event management and attendance for assigned programs

Regular tracking of goals and projections for enrollment

Mass email creation and sends through Pardot, our email marketing system

ESSENTIAL FUNCTIONS

Personally contacts and meets individually with prospective students to provide admissions counsel and guidance, referring candidates to the Program Director for continued follow-up as needed. Develops, adapts, and effectively executes recruiting strategies that support the promotion and positioning of graduate business programs, and the admission and enrollment of highly qualified professionals.

Assists in the planning and execution of recruiting events such as information sessions, open houses, class visits, etc, in partnership with the admissions team and Program Directors

Responsible for achievement of annual enrollment goals; records, measures and reports results of recruiting activities. Tracks needed admissions metrics and communications with recruits and external partners providing updates and information to Director of Admissions and Program Directors.

Acquires market knowledge to share with other graduate business recruiters, the Director of Admissions, and Program Directors, as appropriate to support the improvement of the quality and competitiveness of the program.

Builds, sustains and enhances relationships with external partners to share information about degree programs and opportunities to partner with the Opus College of Business.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree

Five years of program administration or office management experience

An equivalent combination of education and experience from which comparable knowledge and skills have been acquired may be substituted.

HOW TO APPLY

On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.



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In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at www.stthomas.edu/jobs.

The University of St. Thomas is an Equal Opportunity Employer

Contact Information

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

Contact