



IUPUI

DIVISION OF ENROLLMENT MANAGEMENT

INDIANA UNIVERSITY-PURDUE UNIVERSITY
Indianapolis

IUPUI is experiencing rapid growth in applications from the Chicagoland area, and other Midwest regions. In the last two years, the number of applications from Illinois students has more than doubled creating a critical need for this individual to build relationships with guidance counselors year round and increase both interest in IUPUI and applications to IUPUI from high school and transfer students.

The Admissions Office has positioned itself to be proactively increase our enrollment of non-resident students. With the goal of the campus to attract, enroll and retain a diverse student body, which includes geographic diversity, an Assistant Director for Chicago Regional Recruitment is essential to accomplishing these institutional goals.

This regional position is required to live in the metro-Chicago area, while maintaining communication and assigned visits to campus, this position will primarily operate from a personal home-based office. The office is seeking a candidate to be a member of our student-centered team to recruit, manage the funnel process, and evaluate yields of the approximately 15,000 applications received each year. As a critical admissions leader for recruitment team, the incumbent is charged with the strategic oversight of enrollment management on territory management through the following key roles.

REQUIRED: Bachelor's degree from a four-year college or university, preferably in a liberal arts discipline, plus a minimum of 5 years of relevant experience in recruitment, admissions, and diversity.

The successful candidate should:

- Maintaining an established work schedule, including some evenings and weekends and ability to load and transport admissions materials, displays and other equipment.
- Effectively using organizational, planning, problem solving skills, including focused attention to detail and follow-through.
- Ability to work independently with minimal supervision, as well as working in a collaborative manner.
- Public speaking and delivering effective presentations.
- Use of CRM Recruit or similar contact management software.
- Active and current knowledge of applicant-life-cycle data strategies and marketing/recruitment best practices for admissions recruitment.
- Established work experience with diverse and multicultural communities and student populations.

PREFERRED:

- Master's degree.
- Experience in higher education; evidence of strategic planning and execution success; knowledge of transfer students, transfer strategies, special populations and needs.
- Experience in enrollment management, admission, student services; efficiency in database systems and student information systems.
- Experience working Salesforce constituent relationship management systems.