



Nova Southeastern University seeks an [Associate Director of Undergraduate Admissions](#), responsible for managing and coordinating the duties and responsibilities of Undergraduate Admissions' Premier Program interview weekends and yield events (Shark Preview Weekends), as well as meeting undergraduate enrollment goals through strategic marketing and recruiting initiatives designed to attract competitive prospective students to the university.

Nova Southeastern University (NSU), founded in 1964, is a nationally recognized research university offering undergraduate, graduate and professional degrees through our 16 colleges in the fields of [Business](#), [Dental Medicine](#), [Education](#), [Engineering and Computing](#), [Arts, Humanities, and Social Sciences](#), [Law](#), [Medicine](#), [Nursing](#), [Optometry](#), [Pharmacy](#), [Psychology](#), and [Natural Sciences and Oceanography](#). NSU has earned an exemplary reputation for its innovative academic and interdisciplinary research offerings, making discoveries and producing new knowledge in health care, biotechnology, life sciences, environment and social sciences.

The NSU campus culture is vibrant, diverse, and welcoming – focusing on our commitment to community and civic engagement. Home to national champions, All-Americans, an Olympian, and professional athletes, the NSU Sharks compete in the NCAA Division II Sunshine State Conference. Through the [FINS Football partnership](#), all NSU students receive free season tickets to home Miami Dolphins football games!

NSU is located in Fort Lauderdale, Florida – a city that offers an outstanding quality of life, highlighted by a semi-tropical climate with an average temperature of 77 degrees, rich natural beauty, world-famous beaches, and an array of cultural, entertainment and educational amenities.

Believing that diversity contributes to academic excellence and to rich and rewarding communities, NSU is committed to recruiting and retaining a diverse faculty, staff and student body. We seek candidates, particularly those from historically under-represented groups, whose work furthers diversity and who bring to campus varied experiences, perspectives and backgrounds.

Become an NSU Shark!

Position:	Associate Director of Undergraduate Admissions
Position Number:	996049
NSU Division:	Student Affairs / College of Undergraduate Studies
Location:	Fort Lauderdale, Florida
Type of Shift:	Non-Faculty / Full Time
Benefits Eligible	Regular Full Time with Benefits

PRIMARY PURPOSE

Manages and coordinates the duties and responsibilities of Undergraduate Admissions (UGA) for Premier Program interview weekends and yield events (Shark Preview Weekends), and ensures the gold standard in customer service is realized for NSU's prospective students and families. Assists in meeting the undergraduate enrollment goals through marketing, recruiting, and assisting prospective students through the admission process. Assists in the coordination of marketing and recruitment efforts by ensuring appropriate follow up to prospective students to ensure stated enrollment objectives are met. Provides accurate information and counseling regarding educational opportunities to prospective freshmen, transfer students, parents, and counselors in a variety of settings, on and off campus. Assesses academic credentials of students and uses good judgment in administering admission decisions based on a thorough understanding of Nova Southeastern University's admission policies.

ESSENTIAL JOB FUNCTIONS:

1. Serves as primary contact for Shark Preview Weekend guests and follow up, including feedback on their experience.
2. Leads UGA Shark Preview Weekend Committee and coordinates UGA related functions with Shark Preview Weekend coordinators.
3. Assists with the flow of Shark Preview Weekend visitors and groups, tailoring each visit to achieve the most positive experience possible.
4. Serves as on-site and on-call troubleshooter to handle problems or requests related to Shark Preview Weekend, including evenings and weekends.
5. Develops goals and sets priorities for Shark Preview Weekend growth and enhancements; participates in developing goals and setting priorities desired to achieve the University's enrollment goals.
6. Participates in the selection, training, and supervision of assigned staff to assist with the overall management of Shark Preview Weekend.
7. Assists in selecting, training, and mentoring Shark Preview Weekend Leaders.
8. Responsible for management and goals of assigned recruitment and travel territory; achieves enrollment goal annually by the University's annual census date.
9. Assists with special events such as Open Houses and Counselor Connections.
10. Stays abreast of trends in higher education, information and visitor services industries.
11. Performs other duties as assigned.

MARGINAL JOB FUNCTIONS:

1. Understanding of the best practices for recruitment and enrollment including geographic recruiting differences and the ability to build relationships with prospective students, parents, and school counselors and advisors.
2. Assists with on-campus interviews and information sessions.
3. Assists with reading of application files.
4. Data driven decision making skills and critical thinking/problem solving skills.
5. Strong management skills with the ability to motivate and challenge employees to effectively meet program goals and objectives.
6. Experience with Banner and Recruit and/or other admission database and CRM systems.
7. Advanced knowledge of computers and software, including windows based statistical software, spreadsheets, word processing and presentation/graphics software (PowerPoint).
8. Participates in regional or national visitor services professional organizations.
9. Must be able to travel and work flexible hours, including evenings and weekends.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of NSU's mission, services, policies, procedures and goals.
2. Knowledge of a residential campus environment and undergraduate admissions.
3. Ability to maintain partnerships with key campus stakeholders including student ambassadors, overnight hosts, faculty, coaches, and admission staff.
4. Ability to maintain confidentiality.
5. A thorough understanding of NSU's enrollment goals and the ability to correctly translate those goals into planning, organizing, and implementing outstanding and unique campus visit experiences and programs for perspective students and families.
6. Ability to excel with the independent coordination of the multifaceted aspects of a complex campus visit and scholarship program.
7. Ability to work effectively through recurring situations that are routine in nature with frequent variation from the norm, involving communication with prospective students, current students, parents, alumni, faculty, and staff.

8. Strong skills in project management and data collection; maintenance and retrieval of information.
9. Ability to work collaboratively as a member of a close and integrated team of admission professionals.
10. Ability to coach and mentor students employed by the admissions office.
11. Strong interpersonal, management, and organizational skills, good judgment, excellent verbal communication skills, a customer-centered philosophy; and a high-energy demeanor.

REQUIRED CERTIFICATIONS/LICENSURES:

1. Possess valid driver's license and reliable transportation.

REQUIRED EDUCATION:

- Bachelor's Degree

REQUIRED EXPERIENCE:

1. Minimum five (5) years' experience in admissions, hospitality, sales, marketing, or event management experience.
2. Experience managing and mentoring.
3. Excellent knowledge and experience working with enrollment CRM software; Microsoft Office programs.

OTHER PREFERRED QUALIFICATIONS:

1. Master's Degree

For more information or to apply, visit www.nsujobs.com, and search posting #996049