

# Assistant Director Admissions (Job Id: 33880)

Institution:

**University of Louisville**

Department:

Admissions

Location:

Louisville, KY

Category:

Admin - Admissions and Enrollment

Posted:

04/28/2017

Type:

Full Time

Job ID: 33880

Location: Admissions

## Minimum Qualifications

Master's degree in Student Personnel Administration or Counseling, and five years of related experience. Additional experience may be used on a one-to-one basis to offset the educational requirements. The university offers market competitive salary and benefits. Grade EF. Salary minimum \$47,476.

## Preferred Qualifications

Spanish speaking skill set preferred.

## Position Description

This position is responsible for the strategic planning and implementation of the out-of-state recruitment efforts and the general diversity recruitment outreach efforts for the Undergraduate Admissions Office. The role will supervise three regional recruiters who will be located in Chicago, Cincinnati and Nashville, in addition to managing the office's diversity scholarship selection processes and diversity outreach efforts. This position collaborates with university partners and community based organizations to reach established enrollment goals. The Assistant Director represents UofL at on and off campus events, provides admissions counseling to prospective families and manages a limited slate of high schools. The successful candidate will demonstrate strong communication skills, problem solving skills, customer service skills, leadership ability, and strategic planning skills. The selected candidate will have management experience.

## Equal Employment Opportunity

The University of Louisville is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, sex, age, color, national origin, ethnicity, creed, religion, disability, genetic information, sexual orientation, gender, gender identity and expression, marital status, pregnancy, or veteran status. If you are unable to use our online application process due to an impairment or disability, please contact the Employment team at [employ.edu](http://employ.edu) or 502.852.6258.

## How To Apply -Staff Positions

To apply for this position, follow the "Online App. Form" link below and then click on the "Apply Now". You must answer all required fields and submit your application by clicking the "Submit" button. Detailed instructions are available at [louisville.edu/jobs](http://louisville.edu/jobs) in the "My Career Tools" section. Vacancies are routinely removed from the jobs portal around 7:00PM each Monday.

**NOTE:**

*Only ONE attachment can be uploaded per application. If you wish to include a cover letter or other documents, please combine them as one document with your resume/cv, save the document with a simple short title that contains only letters, spaces, or numbers, and then upload.*

Computers are available for application submission at the Human Resources Department located at 1980 Arthur Street - Louisville, Kentucky 40208. For more information, please contact us by email at [employment@louisville.edu](mailto:employment@louisville.edu) or by phone 502-852-6542.

If you require assistance or accommodation with our online application process, you may schedule an appointment at (502) 852-6542 with Employment Services at the Human Resources office located at 1980 Arthur Street, Louisville, KY 40208.

Online App. Form:

[http://hrprod.louisville.edu:80/psc/hrprod/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?bCDC=y&Page=HRS\\_CE\\_JOB](http://hrprod.louisville.edu:80/psc/hrprod/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?bCDC=y&Page=HRS_CE_JOB)