

Assistant/Senior Assistant Director of Admissions

Date Posted: 03/13/17

SUPERVISOR: Associate Dean for Enrollment – Director of Admissions

DEPARTMENT: Enrollment

POSITION SUMMARY:

The Assistant/Senior Assistant Director of Admissions is responsible for contributing to the overall recruitment efforts of the College and planning and implementing procedures and programs for attracting and matriculating students. The primary function of this position is to assist in the day-to-day operation of Enrollment Office.

RESPONSIBILITIES:

1. Present information about Wabash to groups of students, parents, educators, and alumni on and off campus. Correspond with students, alumni, and parents. Follow-up with students using current contact management methods.
2. Conduct campus-based admission interviews with prospective students.
3. Manage student phone campaign.
4. Conduct extensive telemarketing within assigned non-travel recruitment territory.
5. Assist with general campus visits and programs as assigned with an emphasis on Saturday events during the fall semester.
6. Review, prepare and route completed applicant files to Admissions committee for review.
7. Work effectively within a team environment.
8. Demonstrate a commitment to recruiting a diverse student population.
9. Other duties as assigned.

QUALIFICATIONS:

A bachelor's degree is required with a masters preferred. A minimum of two years of work experience is required. Prior experience within a higher education environment (or combination of experience and education) or work experience may be substituted for work experience; familiarity with selective liberal arts colleges and non-profit organizations; well developed oral and written communication skills; excellent organizational and analytical skills; ability to work independently and with a team as well as with various constituencies.

To apply for this position please upload a cover letter, resume, and contact information of three professional references by choosing apply now option on this site.

Wabash College, a liberal arts college for men, seeks faculty and staff committed to providing quality engagement with students, high levels of academic challenge and support, and meaningful diversity experiences that prepare students for life and leadership in a multicultural global world. We welcome applications from persons of all backgrounds. EOE.

