

**Undergraduate Admissions**  
**Assistant Director of Admissions**  
**Ball State University**

Ball State University's Undergraduate Admissions invites applications for an Assistant Director of Admissions.

**Position Function:** In collaboration with the Associate Vice President of Enrollment Planning and Management and the Director of Undergraduate Admissions and its leadership staff, support the Office of Admissions and Orientation in meeting its enrollment goals by actively participating in recruitment and yield programming initiatives targeting prospective students.

**Minimum qualifications:** Bachelor's degree from an accredited college or university by time of appointment. At least one year of relevant experience based upon job qualifications and the provided rankings of the required responsibilities. Strong organizational, interpersonal, and communication skills (written and oral) with a customer service orientation; ability to speak before large groups or audiences; comfort and experience with computer technology; ability to load and transport admissions materials, displays, and other equipment; possess and maintain a valid driver's license and be insurable under the university's auto fleet policy.

Candidates for searches must have current authorization to be employed in the U.S. without employer sponsorship.

**Preferred qualifications:** Master's degree from an accredited institution. Experience working with and presenting to a diverse student constituency, previous experience in recruitment travel

Apply online at: <http://bsu.peopleadmin.com/postings/21232>. Include the following documents with your application: resume and cover letter addressed to Ms. Lindsey Speer. The option to upload transcripts is available. Original, official transcripts showing the highest related degree earned is required at the time of hire (even if obtained at BSU). Degree verification will be conducted.

Review of applications will begin immediately and will be accepted through April 12, 2020.

Ball State University is located in Muncie, Indiana, approximately 45 miles northeast of Indianapolis. Approximately 21,000 undergraduate and graduate students enroll each year in diverse academic programs on and off campus. Our students come from all Indiana counties, all 50 states and 68 countries to pursue knowledge in seven academic colleges offering 190 undergraduate majors, 130 undergraduate minors, 140 graduate programs and 200 study abroad programs.

The Ball State way is rooted in the Beneficence Pledge – a commitment to excellence in teaching and scholarship, honesty and integrity, social responsibility, gratitude and valuing the intrinsic worth of each member of our community. Ball State students, faculty and staff are empowered in a culture that believes in them and demands they believe in themselves. They are partners in an innovative, immersive approach to education. They are supported by living and learning facilities that enable intellectual curiosity. We graduate scholars who are changing the world, and we've dedicated our University to do the same.

The university offers an excellent wellness program and extensive benefits offerings to include a generous paid time off package and paid parental leave. For further information regarding benefits please visit: <https://cms.bsu.edu/About/AdministrativeOffices/HumanResources/Jobs/Benefits-and-Community/professional-staff>

Ball State University is an Equal Opportunity/Affirmative Action employer that is strongly and actively committed to diversity within its community. Women, minorities, individuals with disabilities and protected veterans are strongly encouraged to apply. All qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status or any other legally protected status.