

Purdue University  
Office of Admissions  
Assistant Director of Admissions

Counsel and assist prospective freshman and transfer students in the college search and selection process. Primary responsibilities include admission recruitment, outreach, application review, and student employee supervision with the potential for added responsibility with program coordination and other special projects. The ideal candidate will be an outstanding communicator with the ability to engage and build relationships with prospective students and families, high school counselors, campus partners, and current students. Additionally, this position requires the ability to think critically and independently using problem-solving and judgment skills to make educated, professional decisions. The successful candidate will understand and support the benefits of a diverse campus community and value the perspective of others. This position will frequently engage with prospective students and their families in one-on-one meetings as well as speak to audiences as large as 1,000 or more on campus, around the state and across the country.

**Required:**

- Bachelor's degree.
- One year of experience in Customer Service.
- Excellent planning, time management and organizational skills.
- Excellent interpersonal skills and the capacity to relate well to diverse constituencies.
- Outstanding written and oral communication skills as well as a proficiency in computer technology.
- Knowledge of operations and dynamics of areas impacting the recruitment and retention of undergraduate students.
- Represent the University with tact and diplomacy at all times.
- Exceptional interpersonal skills with the ability to influence and build work relationships among a diverse workforce at all levels.
- Ability to lift and carry 10 pounds frequently and 20 pounds occasionally.
- Ability to work flexible schedule including some evening and weekend hours.
- A valid driver's license.

**Preferred:**

- Master's degree in education or counseling.
- Student Services customer service (Student Affairs practitioners provide services and support for students: academic advising, academic programs, teaching, career development, etc.).
- University admissions, student services, student supervision or event planning/management experience.

**Additional Information:**

- This position involves travel as well as evening and weekend work.
- A background check will be required for employment.
- FLSA: Exempt (Not Eligible for Overtime)
- Retirement Eligibility: Defined Contribution Waiting Period.
- Purdue University is an EEO/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.
- <https://careers.purdue.edu/viewalljobs/> Requisition ID: 11768