



## **Associate Director of Admissions: Multicultural Recruitment**

Franklin College has a full-time opening in the Office of Enrollment for an Associate Director of Admissions: Multicultural Recruitment. This position promotes Franklin College to prospective students and lead the college's efforts in multicultural recruitment.

### **ESSENTIAL FUNCTIONS:**

- Assist in the supervision, mentoring and coaching of the admission counseling team
- Develop and execute a multicultural recruitment strategy in partnership with the Vice President of Enrollment, Directors of Admissions and Financial Aid and admission counseling team.
- Plan and coordinate multicultural events on campus across working groups and offices which include, but not limited to those focused on recruiting
- Engage alumni in the recruitment and retention of multicultural students
- Identify and build key partnerships with community-based organizations and other entities that work with youth
- Develop and monitor statistical reports to enhance recruitment strategies, yield management, and operational efficiency
- Serve as representative of the Office of Enrollment and Financial Aid on various teams and committees internal and external to the College
- Meet enrollment goals for assigned recruitment territories
- Develop and maintain close working relationships with key secondary school constituents
- Travel on behalf of the college for recruitment and other college related events
- Review applications from assigned recruitment territories
- Perform other duties as assigned

### **SUPERVISORY RESPONSIBILITY:**

General supervision is received from the Admissions Director.

### **EDUCATION AND EXPERIENCE:**

- A bachelor's degree; master's degree preferred
- 3-5 years' previous admissions experience preferred
- Successful track record of recruiting students in a not-for profit college or university
- Ability to effectively communicate in person and in writing, and give engaging presentations to small and large groups
- Should possess high energy, attention to detail, and the ability to organize effectively
- Should be driven to accomplish goals
- Able to mentor and encourage a team to become strong admission professionals
- Valid driver's license and ability to work some nights and weekends



**Excellent benefits** package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Interested candidates should submit a complete application including cover letter, resume and three professional references. – Click [here to apply](#) or visit employment opportunities at [www.FranklinCollege.edu](http://www.FranklinCollege.edu).

Contact Human Resources with additional questions.

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