

Job Description
Purdue University
Office of Admissions

Senior Assistant Director of Admissions – Special Populations

As the Senior Assistant Director of Admissions, you will; assist the Director of Admissions with the development of strategy and new initiatives related to special populations. The successful candidate will assist in a coordinated effort to manage University policies and practices for transfer credit (in its various forms) and transfer recruitment, as well as other special populations. In addition to the University's efforts to expand course offerings in the summer, the number of high school students taking non-degree, college-level coursework, dual enrollment, AP, CLEP and IB courses continues to rise in Indiana and across the country. The Senior Assistant Director of Admissions of Special Populations will serve as the primary resource for summer initiatives as well as transfer credit policies and emerging non-degree initiatives and partnerships. They will also ensure a coordinated effort with campus partners serving special populations.

Required:

- Bachelor's degree.
- Four years of experience in University admissions or enrollment management.
- Experience serving as liaison with recruitment partners including University alumni, corporate liaisons, and campus and community partners to establish successful student recruitment partnerships.
- Excellent leadership, planning, and organizational skills.
- Ability to implement multiple projects to successful completion and the capacity to relate well to diverse constituencies.
- Strong written and oral communication skills as well as proficiency in computer technology.
- Ability to lead change, be action-oriented, work independently, and provide strategic planning and implementation.
- 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.).
- Experience working with higher education administration and non-beginner applicant populations.

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.

Application process: Review of applicants will begin immediately. For consideration, submit resume and apply online at: <https://career8.successfactors.com/sfcareer/jobreqcareer?jobId=9955&company=purdueuniv&username=> Job Number: 9955