

## POSITION ANNOUNCEMENT

Job Title: **Assistant Director of Undergraduate Admissions**  
Department: Office of Undergraduate Admissions  
Reports To: Director of Admissions and Marketing

### SUMMARY

This position assists with the development of the strategic undergraduate recruitment plan. Provides direct leadership, creativity, knowledge, and training to assist with the growth, development, and activities of the Office of Undergraduate Admissions. These responsibilities flow through an annual cycle of strategic enrollment management (SEM) activities designed to generate awareness, inquiries, applications, attendance at forums, admission, and ultimately, enrollment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Implements and executes recruitment strategies and initiatives to attract and yield a high-quality, diverse class of students.
2. Identifies and helps to build relationships with key influencers at our significant feeder and partner schools.
3. Collaborates with staff (internal and external) to achieve recruitment and enrollment goals and objectives.
4. Identifies enrollment-related research and market analysis needs.
5. Coordinates activities designed to generate qualified leads and applications, completes admission process per University policies, communication benefits, advantages, and policies of the University, and ultimately generates new student enrollments.
6. Interacts with University personnel, staff, faculty, and students to learn about new programs and services, discuss emerging recruitment needs and identify recruitment new opportunities.
7. Works with institutional data to track, monitor, and achieve recruitment and enrollment goals and objectives.
8. Constructs recruitment communication (i.e., letters, phone, email) to fulfill recruitment and enrollment goals and objectives.
9. Participates in campus visit programs and events, including extended office hours.
10. Speaks with prospective, applied, and admitted students, including families and/or groups through appointments/programs.
11. Communicates the admission policies, procedures, and enrollment opportunities/information effectively to prospective students and families
12. Attends scheduled OUA staff meetings and other assigned committees.
13. Participates in recruitment/planning leadership team meetings.
14. Other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, training, and mentoring; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

**QUALIFICATIONS:** The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license, commercially insurable driving record, and own transportation. May be required to work outside of normal working hours. Travel may be required and occasional evening and weekend work may be required. Will be on cellular phone reimbursement plan.

**EDUCATION AND EXPERIENCE:** Bachelor's degree in education, business or communication from an accredited four-year college or University plus 3-5 years' experience in higher education; Master's degree preferred. Must demonstrate skills and experience in marketing, service and presentation skills; general knowledge of financial aid policies, procedures and packing strategies.

### TO APPLY:

**Current employees:** Complete the internal application on **MY Portal >Employee Resources>Human Resources**

#### External candidates:

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.