

Assistant Director of Undergraduate Admissions and
Transfer Recruitment
Old Dominion University

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Posted Apr. 1, 2024, set to expire Oct. 31, 2024

Job Title	Assistant Director of Undergraduate Admissions and Transfer Recruitment
Department	UNDERGRADUATE ADMISSIONS
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Apr. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
Job Website	https://jobs.odu.edu/postings/20657

Apply By Email

Job Description

Old Dominion University's Assistant Director of Admissions and Transfer Recruitment will support the implementation of the undergraduate admissions strategic plan to identify, recruit, admit and enroll future students to the institution. The Assistant Director will represent the university at transfer college fairs, community colleges and other recruitment events. Additionally, they will assist the Associate Director of Admissions Recruitment in staff onboarding/training, and the planning and reporting of all recruitment and yield activities.

Minimum Qualifications

- ***Master's degree in a related field required. A bachelor's degree in a related field with experience and training equivalent to a Master's degree in a related field of study may be substituted.***
- Excellent communication and public speaking skills are required. Ability to manage multiple tasks

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and projects are essential.

- Requires the ability to travel for extended periods of time, both inside and outside of Virginia.
 - It is a condition of employment to either be approved for University-sanctioned travel charge card or have the personal means to fund travel expenditures. Travel costs are reimbursed by the University.
- Valid Driver's License and access to reliable transportation.

Preferred Qualifications

Preferred record of successful experience in transfer recruitment in higher education or admissions.

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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