

Associate Director of Admissions - College of Law (4534)  
Northern Illinois University

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Downloaded On: May. 14, 2021 6:30am

Posted Mar. 10, 2021, set to expire Jul. 10, 2021

<b>Job Title</b>	Associate Director of Admissions - College of Law (4534)
<b>Department</b>	College of Law
<b>Institution</b>	Northern Illinois University DeKalb, Illinois
<b>Date Posted</b>	Mar. 10, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Admissions/Financial Aid
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**Job Description**

**Primary Function**

Reporting to the Director of Admissions and Financial Aid, the Associate Director of Admissions and Recruitment assists in the strategic development and the implementation of the admission policies, programming, and procedures employed by the College of Law. The Associate Director is the law school's primary recruiter and represents the College of Law at recruitment fairs throughout the Midwest and Great Lakes Region. This is a professional position that requires extensive travel as well as some weekend and evening hours.

The Associate Director works in close collaboration with other senior staff:

l) to strategically target and to effectively recruit an accomplished, academically strong, and diverse applicant pool; and

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- 2) to yield as many admitted applicants as possible to further the mission of the College of Law; and
- 3) to execute the College of Law's Continuing Education (CLE's) program.

Duties and Responsibilities (generally)

Support the student recruitment process by working with the Assistant Dean of Admissions to devise and implement strategies, policies, and practices to recruit students and to increase enrollment across the JD programs, by supporting the development of consistent and ongoing methods for making the best use of the College of Law's recruitment resources- including faculty and staff resources, and by providing support for the 1L transition and engagement initiatives.

Assist in the creation, review, revision, and updating of recruitment and marketing publications and online and social presence (including all social media platforms), and formal correspondence to prospects, applicants, and admitted students.

Support analysis and reporting on enrollment-increasing measures and outcomes. Support the management of data, including query development in the law school's admission database (ACES/UNITE), enrollment management statistics, maintenance of the integrity of the data reported to the American Bar Association and other constituents, regular statistical reporting to the Director, and support the administration of the College of Law's scholarship program to shape the incoming class.

Interact with prospective students in person and electronically as part of the admissions process, including answering questions regarding law school and the College of Law curriculum and admissions practices; giving tours of the College of Law; and participating in prospective and admitted student events.

Interface with and support traditional admission and outreach functions of the College of Law by contributing to strategic planning implementing and executing student recruitment programs, coordinating and evaluating on-campus events, attending local, regional, and national off-campus recruitment events, advising prospective students, responding to telephone and e-mail inquiries, and supporting the success of the College of Law's diversity and pipeline outreach and programming to further build the College of Law's goal of a diverse and talented student body.

Work with the Assistant Dean of Strategic Communications, Alumni Engagement, and Diversity Initiatives/Chief of Staff, and fulfill needs for CLE events that will be held internally and externally. Prepare necessary CLE applications for all internal and external programs. Seek and maintain accredited provider status in key states (IL, IA, WI, MI). Monitor and communicate changes to CLE rules and regulations in states of primary importance to the law school. Maintain online platforms and learning tools for CLE courses. Manage the integration between the tools, troubleshoot, and respond to attorney questions on access and use of these tools. Work with faculty and relevant faculty committees



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to actively seek hot topics. Monitor and maintain COL's CLE webpage.

Perform other duties related to admissions and recruitment as assigned by the Assistant Dean of Strategic Communications, Alumni Engagement, and Diversity Initiatives/Chief of Staff.

Minimum Required Qualifications for this position

- Graduate degree in a relevant field such as communications, business, marketing, and/or a Juris Doctor
- Two to four years in a university undergraduate or graduate school admissions setting.

### Contact Information

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

### Contact