

Assistant Director of Transfer Initiatives & Transfer Liaison  
for Strome College of Business  
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=235333>

Downloaded On: Jul. 18, 2024 9:38am

Posted Apr. 29, 2024, set to expire Oct. 31, 2024

<b>Job Title</b>	Assistant Director of Transfer Initiatives & Transfer Liaison for Strome College of Business
<b>Department</b>	ADVISING ADMINISTRATION AND ACADEMIC PARTNERSHIP
<b>Institution</b>	Old Dominion University Norfolk, Virginia
<b>Date Posted</b>	Apr. 29, 2024
<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>	Administration - General
<b>Job Website</b>	<a href="https://jobs.odu.edu/postings/20821">https://jobs.odu.edu/postings/20821</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Job Summary

The Assistant Director of Transfer Initiatives & Transfer Liaison for Strome College of Business will assist the Director of Transfer Initiatives and Transfer Center with all transfer related projects as needed. Represent Transfer Initiatives and the Transfer Center in the absence of the Director in all University and community events, meetings and functions, as needed. Serve as main ODU POC for the Transfer VA project. Serve as primary undergraduate transfer advisor for newly admitted transfer students with completed associate degrees for the Strome College of Business (SCOB) and supervise the Enrollment Services Assistant in the SCOB. Work closely with the Director of Transfer Initiatives and the Associate Director of Advising in SCOB.



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***An earned Master's Degree in Higher Education, Counseling, Business, or related discipline.***

- Excellent organizational skills, ability to manage time to work both independently and as a team member, ability to coordinate and supervise multiple, concurrent programs/tasks, excellent public relations skills, including oral, interpersonal and written communication.
- Ability to interpret and apply university policies and procedures and to seek guidance as appropriate.
- Excellent computer skills.
- Ability to plan and manage events and projects and coordinate personnel to facilitate completion.
- Extensive knowledge of academic advising policies, protocol, and management systems.
- Considerable knowledge of college student interventions and success programming.
- Considerable experience working in a Higher Education environment required.
- Considerable experience providing academic advising, student engagement, success and/or retention programming in a higher education environment.
- Experience in college student recruitment, enrollment, and/or registration processes.
- Some prior experience in collaboration across multiple units to plan and facilitate initiatives to impact student success.
- Considerable experience with Community College Transfer Guides/Pathways for Transfer Students degree completion.

**Preferred Qualifications**

- Knowledge of or experience with Transfer VA project.

**Contact Information**

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

**Contact**