

Associate Director of Admissions – Recruitment  
Old Dominion University

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Posted Oct. 17, 2024, set to expire Feb. 16, 2025

<b>Job Title</b>	Associate Director of Admissions – Recruitment
<b>Department</b>	UNDERGRADUATE ADMISSIONS
<b>Institution</b>	Old Dominion University Norfolk, Virginia
<b>Date Posted</b>	Oct. 17, 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>	Admissions/Financial Aid
<b>Job Website</b>	<a href="https://jobs.odu.edu/postings/21851">https://jobs.odu.edu/postings/21851</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Job Summary

Support the implementation of the undergraduate admissions strategic plan designed to identify, recruit, admit and enroll future students to the institution. Provide managerial level planning, design and evaluation for marketing and communication strategies implemented to directly impact enrollment goals.

- **Master’s degree in student personnel, student Affairs, higher education or a related field of study or Bachelor’s degree plus equivalent experience to a master’s degree in the fields of study mentioned above.**
- Considerable knowledge of the policies, practices and procedures generally accepted in recruitment, admissions and yield activities.
- Some knowledge of the practices and techniques used to successfully work and lead in

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collaborative teams.

- Extensive skill in Microsoft Office or other similar software packages.
- Strong public speaking skills, as well as, written and verbal communication skills.
- Ability to manage multiple projects with strong analytical abilities.
- Demonstrated ability to utilize a team approach in managing staff and ability to appropriately handle confidential matters.
- Valid Driver's License.
- Basic working experience in event management required. Some prior experience in admissions, recruitment and/or sales experience required.

### Preferred Qualifications

- Considerable experience in higher education and admissions preferred.
- Some leadership of a recruitment or sales team, to include supervision and goal-setting preferred.
- Some experience with student records systems and/or CRM preferred. Some previous budget management experience preferred.

### Contact Information

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

### Contact