

Assistant Director of Enrollment, Tours
Old Dominion University

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Posted Nov. 4, 2024, set to expire Nov. 1, 2025

Job Title	Assistant Director of Enrollment, Tours
Department	ADMISSIONS
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Nov. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Enrollment Management/Registrar
Job Website	https://jobs.odu.edu/postings/22003
Apply By Email	
Job Description	

Job Summary

Old Dominion University's Assistant Director of Enrollment, Tours is responsible for creating and delivering a personalized and seamless engagement journey for all students, whether prospective or current, at ODU. This position plays a pivotal role in driving enrollment efforts and enhancing student experiences through the development, coordination, and evaluation of campus tour programs. Additionally, the Assistant Director provides mentorship and professional development to student staff to ensure an exceptional visitor experience. This role will contribute to the implementation of the university's strategic objectives and align tour initiatives with enrollment goals.

- **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**

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- Considerable knowledge of Microsoft packages.
- Strong leadership skills encompassing the ability to remain flexible, diplomatic, and able to work independently in a team environment.
- Strong public speaking and communication skills, both written and verbal.
- Demonstrated ability to effectively manage projects and multiple ongoing tasks.
- Strong analytical abilities and demonstrated ability meeting deadlines.
- Demonstrated ability to maintain a high level of self-motivation while providing excellent customer service.
- Valid Driver's License with acceptable driving record.
- Some prior experience working in higher education admissions, student affairs, or closely related area.
- Some supervisory experience.

Preferred Qualifications

- Some prior experience in campus visit and/or admissions is preferred.
- Ability to speak a foreign language preferred.
- Familiarity with using a CRM is preferred.

Contact Information

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

Contact