

Associate Director of Enrollment, WAVE Center  
Old Dominion University

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Posted Nov. 15, 2024, set to expire Nov. 1, 2025

<b>Job Title</b>	Associate Director of Enrollment, WAVE Center
<b>Department</b>	UNDERGRADUATE ADMISSIONS
<b>Institution</b>	Old Dominion University Norfolk, Virginia
<b>Date Posted</b>	Nov. 15, 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>	Enrollment Management/Registrar
<b>Job Website</b>	<a href="https://jobs.odu.edu/postings/22152">https://jobs.odu.edu/postings/22152</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Job Summary

This position will provide managerial level oversight and is involved in all aspects of enrollment visitor services, recruitment campus-based programming, and guests' satisfaction. The Associate Director of Enrollment, WAVE partners closely with the Assistant Vice President for Enrollment promulgating the university's brand and serving as a chief enrollment ambassador. This position will oversee the campus visit experience, supervise daily on-campus visit and a variety of campus-based exploration programs. The Associate Director for Enrollment, WAVE will be a highly visible member of the campus community, intersecting and building relationships with campus partners, external agencies, and influencers to assist with the prospective student and general guest visits, event programming, and to develop a concierge-level service protocol for all on-campus visitors.

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- **Master's degree in Higher Education Administration, Business Administration, Tourism and Hospitality Management, or a related field.**
- Considerable knowledge in event planning and management, best practices in engagement and customer service, and staff development.
- Strong leadership and management skills.
- Public speaking and strong communication skills both written and verbal.
- Strong interpersonal abilities.
- Ability to manage multiple projects with strong analytical aptitude.
- Proven ability to build and maintain relationships with diverse stakeholders.
- Demonstrated ability to Evidence of success working in collaborative teams.
- Commitment to diversity, equity, and inclusion.
- Valid Driver's License.
- Considerable progressive experience in enrollment management, student affairs, hospitality management, event coordination, or a related field.
- Considerable experience in strategic planning and data-driven decision making.
- Considerable event coordination experience.
- Extensive experience with Microsoft packages.

Preferred Qualifications

- Doctoral degree in Higher Education or other related discipline.
- Considerable experience in higher education and admissions.
- Exceptional experience in customer relations, staff supervision, and event facilitation.
- Bilingual in Spanish.

**Contact Information**

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

**Contact**