

Assistant Director of International Recruitment  
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=256917>

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Posted May 13, 2025, set to expire Nov. 1, 2025

**Job Title** Assistant Director of International Recruitment  
**Department** INTERNATIONAL ADMISSIONS  
**Institution** Old Dominion University  
Norfolk, Virginia

**Date Posted** May 13, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Other Administrative Departments

**Job Website** <https://jobs.odu.edu/postings/23203>

**Apply By Email**

**Job Description**

Job Summary

Old Dominion University's Assistant Director of International Admissions will support the implementation of the undergraduate admissions strategic plan to identify, recruit, admit and enroll future students. The Assistant Director is primarily responsible for the recruitment and program development of international prospective students entering the University's undergraduate and graduate programs; including recruitment planning initiatives, independently managing third-party recruitment partners, tracking and analyzing enrollment trends and data, managing Pre and Post admission related communication, and providing recruitment and marketing support for the Office of International Admissions. It will manage and partake in recruitment initiatives including international travel and will build and foster relationships with high school counselors, influencers, university stakeholders and community-based organizations that serve this population. This position will utilize coaching techniques, serve as a back-up DSO for SEVIS, and will provide general support to the

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Director and Associate director.

Position Type

FullTime

Type of Recruitment

General Public

Minimum Qualifications

- ***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 may be substituted.***
- Excellent written and verbal communication skills required.
- Moderate computer skills required (Microsoft applications, Social Media, etc.)
- Demonstrated ability to work collaboratively within a team environment.
- Demonstrated ability to maintain a high level of confidentiality and treat matters with tact and discretion.
- Demonstrated ability to interpret policies and procedures to the public.
- Demonstrated ability to manage multiple deadline sensitive assignments.
- U.S. Citizenship for SEVIS DSO/ARO certification is a required condition of employment.
- Considerable admissions experience required.
- Previous experience working with diverse / international populations required.
- Previous study / travel / work abroad or ability to speak a foreign language required.

Preferred Qualifications

- Ability to speak a foreign language preferred.
- Degree with an international emphasis preferred.
- Some experience and knowledge of current (F-1) student non-immigration / SEVIS policies preferred.

**Contact Information**

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

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**Contact**

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