

Assistant Director, Transfer Initiatives
Old Dominion University

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Posted Jul. 23, 2025, set to expire Nov. 21, 2025

Job Title	Assistant Director, Transfer Initiatives
Department	ADVISING ADMINISTRATION AND ACADEMIC PARTNERSHIP
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Jul. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Academic Advising
Job Website	https://jobs.odu.edu/postings/23620

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Job Description

The Office of Advising Administration guides undergraduate students through academic challenges and choices, oversees the administration of professional advising for ODU's main campus, and partners with students to support them in achieving their educational goals.

This position advises prospective and current transfer students; interprets policies and procedures regarding admissions requirements, major exploration, transfer agreements and academic requirements; and manages the daily operations of the Transfer Center.

This position also serves as the main ODU POC for the Transfer VA project, assists with other transfer related projects, and in absence of the Director, represents Transfer Initiatives and the Transfer Center in all University and community events, meetings and functions, as needed.

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Contact Information

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

Contact

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