

Associate Director, Visit Experience Old Dominion University

Direct Link: https://www.AcademicKeys.com/r?job=261753
Downloaded On: Oct. 31, 2025 2:41am
Posted Aug. 28, 2025, set to expire Dec. 27, 2025

Job Title Associate Director, Visit Experience

Department ENROLLMENT MANAGEMENT

Institution Old Dominion University

Norfolk, Virginia

Date Posted Aug. 28, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Admissions/Financial Aid

Administration - General

Job Website https://jobs.odu.edu/postings/23996

Apply By Email

Job Description

This position provides managerial-level oversight and is involved in all aspects of enrollment visitor services, campus-based recruitment programming, and guest satisfaction. The Associate Director of the Visit Experience works closely with the Executive Director of Enrollment Experience & Marketing to elevate the university's brand and serve as a chief enrollment ambassador. This role oversees the campus visit experience, manages daily on-campus visits, and leads a variety of campus-based exploration programs. The Associate Director is a highly visible member of the campus community, building relationships with campus partners, external agencies, and key influencers to support prospective student and guest visits, coordinate event programming, and develop a concierge-level service protocol for all on-campus visitors.

Minimum Qualifications



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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

- 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

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