

Associate Director, Visit Experience
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=261753>

Downloaded On: Aug. 29, 2025 5:38am

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
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Associate/Assistant Director
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Academic Field(s)	Admissions/Financial Aid Administration - General
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Job Website	https://jobs.odu.edu/postings/23996
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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

Associate Director, Visit Experience Old Dominion University

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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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