

Associate Director, Visit Experience  
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=262081>

Downloaded On: Sep. 5, 2025 5:23pm

Posted Sep. 5, 2025, set to expire Jan. 4, 2026

<b>Job Title</b>	Associate Director, Visit Experience
<b>Department</b>	ENROLLMENT MANAGEMENT
<b>Institution</b>	Old Dominion University Norfolk, Virginia

<b>Date Posted</b>	Sep. 5, 2025
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<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately

<b>Job Categories</b>	Associate/Assistant Director
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<b>Academic Field(s)</b>	Public Relations/Marketing
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<b>Job Website</b>	<a href="https://jobs.odu.edu/postings/24041">https://jobs.odu.edu/postings/24041</a>
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**Apply By Email**

**Job Description**

### Job Summary

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.

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## Position Type

FullTime

## Type of Recruitment

General Public

## Minimum Qualifications

- **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

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applying for or inquiring about this job announcement.

**Contact**

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