

Associate Director of Admissions for Health Professions
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=264693>

Downloaded On: Nov. 1, 2025 2:46am

Posted Oct. 31, 2025, set to expire Mar. 1, 2026

Job Title Associate Director of Admissions for Health Professions
Department Health Professions
Institution Marian University
Indianapolis, Indiana

Date Posted Oct. 31, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Admissions/Financial Aid
Administration - Academic Unit

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=86f6fb5e-b433-4f37-9120-11fb2d2c85c9>

Apply By Email

Job Description

Job Details

Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University is seeking a dedicated and dynamic individual to join our team as the Associate Director Admissions for the health professions at Marian University. The Associate Director of Admissions will promote Marian University's Catholic Franciscan mission and identity by playing a vital role in attracting and guiding prospective students in their journey towards a career in the health professions. Your passion for education, counseling, and recruitment will contribute to the continued success of our graduate health programs.

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Essential Duties and Responsibilities:

Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.

Provide prompt and informative responses to inquiries from prospective students, offering valuable guidance throughout the application process.

Efficiently process applications using various systems, including AACOMAS, Recruit, CAS Liason and supplemental applications, ensuring accuracy and adherence to established procedures.

Strategically plan and participate in pre-health student recruiting events at various colleges, universities, graduate fairs, panels, and advisor visits, effectively promoting our graduate health programs.

Represent Marian University's graduate health programs at regional and national conferences, as well as at Catholic, Franciscan, and independent colleges/universities, establishing strong connections within the academic community.

Foster and maintain collaborative relationships with pre-health profession advisors, faculty program directors, and corporate partners, contributing to the growth and visibility of our programs.

Develop and implement comprehensive communication and marketing plans to effectively promote the health professions and attract prospective students.

Organize and execute engaging events for prospective and accepted students and their families, providing an exceptional experience that showcases the value of our programs.

Create and manage a campus visit program, ensuring a seamless and informative experience for visiting students.

Collaborate on targeted recruitment plans aligned with our strategic objectives.

Oversee the student ambassador program, providing guidance and support to ambassadors in their recruitment efforts.

Maintain an organized inquiry database, including conducting GRE searches and managing prospective student information.

Develop and generate statistical reports to enhance operational efficiency and effectiveness, providing valuable insights for strategic decision-making.

Stay abreast of current and future markets, identifying potential entry points and building networks and contacts to expand our reach.

Provide supervision and guidance to the Admissions Advisor and Recruiter for Graduate Health Professions, ensuring smooth workflow and effective collaboration.

Collaborate with the system administrator to ensure the application system is up-to-date, and assist in creating new documents, forms, and processes within the system.

Schedule and facilitate osteopathic medical school interviews, leveraging technology such as Zoom to

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ensure a seamless interview day experience.

Process decisions for health profession graduate program applications, ensuring timely and accurate communication with applicants.

Collaborate with various departments to ensure incoming students have fulfilled all matriculation requirements, facilitating a smooth transition into our programs.

Actively participate in committees, contributing to the advancement of the graduate admissions process and overall university goals.

Perform other duties as assigned, demonstrating flexibility and adaptability in a dynamic work environment.

University Expectations:

Knowledge of and a commitment to the mission of Marian University

Adheres to Marian University's policy and procedures

Shows courtesy and respect in interactions with fellow employees, students subordinates, and supervisors

Communicates regularly with supervisor about Department issues

Meets department productivity standards

Participates in developing department goals, objective, and systems

Assists to establish department measurements that align and support the accomplishment of the University's strategic goals

Adheres to the department budget

Educational Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Associate or bachelor's degree in education, counseling, leadership, management, marketing, communications, or a related field.

Preferred: Graduate degree in one of the above-mentioned disciplines.

Essential Functions:

Highly desired: Previous experience working in a professional school admissions office.

Demonstrated ability to write professional correspondence and effectively present information, responding to questions with clarity and professionalism.

Proven track record of meeting deadlines for meetings, projects, reports, and assignments.

Proficient computer skills, including a strong command of relevant software applications.

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Excellent communication and interpersonal skills, enabling effective collaboration with diverse stakeholders.

For Consideration All Applications Require:

Cover Letter

Current resume or CV

Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.

Responses to the supplementary mission & identity questions.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Contact Information

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

Contact

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