

Assistant Director of Undergraduate Admissions and  
Transfer Recruitment  
Old Dominion University

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Posted Apr. 1, 2024, set to expire Oct. 31, 2024

<b>Job Title</b>	Assistant Director of Undergraduate Admissions and Transfer Recruitment
<b>Department</b>	UNDERGRADUATE ADMISSIONS
<b>Institution</b>	Old Dominion University Norfolk, Virginia
<b>Date Posted</b>	Apr. 1, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Admissions/Financial Aid
<b>Job Website</b>	<a href="https://jobs.odu.edu/postings/20657">https://jobs.odu.edu/postings/20657</a>

**Apply By Email**

**Job Description**

Old Dominion University's Assistant Director of Admissions and Transfer Recruitment will support the implementation of the undergraduate admissions strategic plan to identify, recruit, admit and enroll future students to the institution. The Assistant Director will represent the university at transfer college fairs, community colleges and other recruitment events. Additionally, they will assist the Associate Director of Admissions Recruitment in staff onboarding/training, and the planning and reporting of all recruitment and yield activities.

**Minimum Qualifications**

- ***Master's degree in a related field required. A bachelor's degree in a related field with experience and training equivalent to a Master's degree in a related field of study may be substituted.***
- Excellent communication and public speaking skills are required. Ability to manage multiple tasks

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and projects are essential.

- Requires the ability to travel for extended periods of time, both inside and outside of Virginia.
  - It is a condition of employment to either be approved for University-sanctioned travel charge card or have the personal means to fund travel expenditures. Travel costs are reimbursed by the University.
- Valid Driver's License and access to reliable transportation.

**Preferred Qualifications**

Preferred record of successful experience in transfer recruitment in higher education or admissions.

**Contact Information**

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

**Contact**

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