

Eastern Illinois University

Associate Director of Admissions Position Announcement

Eastern Illinois University, a Master's I, regional institution, invites applicants for its Associate Director of Admissions for Recruitment. The Associate Director of Admissions is a full-time, 12-month, administrative and professional position reporting to the Director of Admissions. This person is directly responsible for overseeing all recruitment and outreach for undergraduate admissions.

Position Duties:

- Supervise, train, and evaluate 8 freshmen recruitment staff, a special events coordinator and two graduate assistants and ensure that staff members are held accountable for effectively executing and achieving undergraduate admissions goals and objectives.
- Plan and implement extensive training for all admissions staff.
- Work directly with Marketing and Communication, to create materials, communications and presentations for various events and outreach to prospective students and their families.
- Manage recruitment and yield strategies to assure timely planning and successful, cost-effective implementation and assessment.
- Oversee operation of daily visits, campus tours, large scale events, and off campus recruitment events.
- Effectively manage and assess recruitment territory assignments and recruitment strategies.
- Build and maintain relationships with other campus partners including, but not limited to; Housing and Dining, New Student Programs, Athletics, Academic Advising, Student Affairs, ITS, Financial Aid, Academic Areas, in order to successfully recruit undergraduate students.
- Monitor and track budget expenditures concerning undergraduate recruitment and events.
- Assist the Director in assessing the effectiveness of strategies to enhance quality and diversity of applicant pool and assuring that the EIU admissions staff provides world-class service to all populations.
- Represent the Office of Admissions on various university committees and projects.
- Perform other duties as assigned by the Director

Qualifications: Master's Degree required, preferably in College Student Affairs, Higher Education Administration, or School Counseling. Minimum of 5 years' experience in Admissions/ Enrollment Management required preferably in public higher education setting. The successful candidate will be a leader who has outstanding interpersonal and communication skills, with the proven ability to lead a dynamic and talented staff. Proven experience in developing and implementing strategic approaches to achieve enrollment goals. Demonstrated ability to track and analyze the ROI on all recruitment activities so as to prioritize future investments. Demonstrated commitment to diversity and experience with promoting inclusivity required. Ability to work collaborative across all areas of the university.

A complete application will include a cover letter, current resume, and the names and contact information for three professional references. Applications should be submitted electronically to <http://apply.interfolio.com/75824>. Questions regarding the search process can be directed to the chair of the search committee, Jeremy Alexander, jdalexander@eiu.edu. Review of applications begins immediately, and continues until campus interviews are scheduled.

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer
minority/female/disability/veteran - committed to achieving a diverse community*