

Assistant Director of Admissions

September 4, 2014

Mount Mary University seeks a creative and enthusiastic individual committed to providing personal attention and follow up to prospective students. The Assistant Director counsels new students regarding major and degree requirements, transfer coursework, preliminary course selection, financial aid, extracurricular opportunities and student services. The Assistant Director will work closely with the Director of Undergraduate Admissions to advance the University's strategic recruitment goals.

Responsibilities:

- In conjunction with overall enrollment goals develop a recruitment plan to achieve territory goals; assume primary responsibility for meeting or exceeding those goals; assess results and make recommendations.
- Recruit and enroll students from the inquiry stage through matriculation.
- Conduct on-campus interviews.
- Represent Mount Mary University at select off site events such as college fairs and corporate events. Attend on-campus recruitment events as assigned. Evening hours, weekend hours and traveling is required of this position.
- Review application credentials for students from your territory and make an admission decision. When appropriate, make admission recommendations to the admission committee.
- Maintain applicant files as a part of the admission review process.
- Maintain comprehensive records tracking interactions with prospective students as well as actions taken on a prospective student's application.
- Educate accepted students on the financial aid process and the specifics of their individual aid award.
- Conduct regular visits and manage relationships with the following two-year institutions: MATC Mequon Campus, MATC Oak Creek Campus, Lakeshore Technical College, WCTC, UW-Fond du Lac and Moraine Park Technical College.
- In collaboration with Academic Affairs, provide support and coordination with all Articulation Agreements within the School of Humanities and the School of Social Sciences, Business and Education.
- In collaboration with the Director of Undergraduate Admissions and Director of Visitor Services, evaluate and plan recruitment events for the adult and non-traditional student populations and ensure appropriate visit opportunities are available for these audiences.
- Serve as Admission Office liaison to the Women's Leadership Institute.
- Perform additional duties as assigned.

MINIMUM EDUCATION

- Master's Degree

MINIMUM EXPERIENCE

- Two (2) years of experience in higher education

Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. For confidential consideration please send cover letter, resume, and names of three professional references to the address above.