Position: Assistant Director of Admissions

Reporting directly to the Director of Admissions, the Assistant Director is responsible for recruiting, reviewing and enrolling students in the University.

Principal responsibilities:

• Represent Alderson Broaddus University at high school visits, college fair programs, on-campus and off-campus recruitment and conversion activities, both in-state and out-of-state for both day and evening programs.
• Develop a recruitment strategy and schedule for your assigned territories by deciding which schools to target for recruitment; formulating recruitment goals; evaluating and recommending whether to consider targeting those schools in the future and tracking progress.
• Maintain positive communication with prospective students, parents and counselors regarding admission policies and student admission status in the office or by telephone/mail/email.
• Recommend strategies to enhance the University’s marketing efforts, including implementing new outreach efforts to guidance counselors, as well as creating and sending individual communications to students.
• Exercise discretion to review more thoroughly student criteria for admission in order to make admission decisions and credit evaluations.
• Foster relationships with school counselors; participate in regional counseling associations; make presentations to school and community groups on behalf of Alderson Broaddus University.
• Provide appropriate follow-up to all students in attendance at recruitment events.
• Maintain and document contact with admitted students via telephone, email and mail.
• Serve as a liaison to internal departments.
• Assist in coordinating campus events hosted by the Office of Admissions.
• Prepare regular year-to-date and final progress reports for the Director.
• Other duties may be assigned as determined by the Director.

Qualifications: Bachelor’s Degree and 1-2 years of admission experience required. Excellent organizational, interpersonal communication and presentation skills are a must; along with the ability to plan and coordinate special projects and work effectively with available technology. Proficient in the following Microsoft Office applications: Word, Excel Outlook and PowerPoint.

Special Information: This position operates in an office setting, Monday through Friday; however, occasional evening and weekend hours are required.

Salary is commensurate with experience.

Please email your resume to hr@ab.edu.