

*Assistant Director of Admissions – Bachelor Degree Program Recruiter*

Vincennes University's Office of Admissions seeks a motivated individual with a unique blend of organizational and interpersonal skills. This position will represent Vincennes University to current students as well as, prospective students, families, school counselors, and community-based organizations. The primary focus of this assistant director of admissions is to recruit students into VU's four-year degree programs. The successful candidate would work closely with our deans and department chairs for the various four-year degree programs and look to develop relationships with transfer partners/institutions.

The ideal candidate is self-motivated and able to work autonomously on recruitment efforts, within our Slate CRM, but also cooperatively within our team on multiple visit and event opportunities. The successful candidate will also have outstanding communication and customer service skills along with the ability to connect with faculty and staff at VU as well as other institutions across the state. This is a professional staff, twelve-month position with benefits that requires seasonal evening hours, overnight travel, and weekends. Preference will be given to individuals with a college admissions background and/or higher education or related experience.

Required Skills:

- Bachelor's Degree
- Two or more years of admissions, higher education, or related experience
- Exemplary written and verbal communication skills
- Excellent problem-solving and critical thinking skills
- Experience with all Microsoft Office technology

Preferred Skills:

- Master's Degree
- Experience with Slate CRM and Banner
- Experience working with faculty/staff and other colleges throughout the state

Essential duties & responsibilities:

- Build and maintain relationships with current students, prospective students, family members, and school counselors in designated area
- Represent and promote VU on-campus, at transfer college fairs, career centers, and other outreach events
- Meet with current students, prospective students and families to discuss the benefits of attending VU, degree program counseling, the financial aid process, and admissions policies
- Collaborate and strategize with deans, department chairs, alumni relations, and our distance education office to grow enrollment into our four-year degree programs
- Evaluate student applicants for acceptance into VU
- Participate in on-campus events throughout the year

- Arrange for area specific visits to campus
- Organize and facilitate special campus project(s) as assigned
- Other related duties as assigned

Interested applicants should submit a cover letter, resume, unofficial college transcripts (official may be requested at a later date, and contact information for three references to Vincennes University, Human Resources, 1002 N. First Street, Vincennes, IN. 47591 or email to [jobs@vinu.edu](mailto:jobs@vinu.edu) Applicants will be accepted until the position is filled. Screening of applications and interviews may be conducted concurrently with the application period.

Vincennes University is an Equal Opportunity and Affirmative Action Employer