

Assistant Director of Admissions – Central Indiana 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 prospective students, families, school counselors, and community-based organizations in the Indianapolis region while working in collaboration with the main campus staff on multiple projects throughout the year.

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 people across cultures. This is a professional staff, twelve-month position with benefits that requires seasonal evening hours, overnight travel, and weekends. Candidate must reside in the Indianapolis Metro area and preference will be given to individuals with a college admissions background.

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
- Live in the Indianapolis Metro area and/or willing to relocate
- Experience with all Microsoft Office technology

Preferred Skills:

- Master's Degree
- Experience with Slate CRM and Banner
- Fluent in another language

Essential duties & responsibilities:

- Build and maintain relationships with prospective students, family members, and school counselors in designated area
- Represent and promote VU at high school visits, college fairs, career centers, and other outreach events
- Meet with prospective students and families to discuss the benefits of attending VU, degree program counseling, the financial aid process, and admissions policies
- Evaluate student applicants for acceptance into VU
- Participate in on-campus events throughout the year
- Arrange for group 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 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