Position: Director of Admissions, Operations and Strategic Initiatives

Reports to: Vice President for Enrollment, Marketing and Communication

Responsibilities:
The Director of Admissions is responsible for leading and directing the university undergraduate program. The position is both tactical and operational in nature, and plays an integral role in developing and implementing strategies to recruit, select, and enroll prospective students. The position partners closely with leaders from academic and administrative departments across the campus community. The director represents the university at various events – on and off campus – and must be proficient in public speaking and writing skills.

Primary responsibilities include:

● Oversee departmental budget, monitor spending and maximize vendor relationships for optional results.
● Develop and render timely official admissions reports and provide ad-hoc data to the admissions team, the Vice President for Enrollment, Marketing and Communication, and university leadership, as requested.
● Monitor and report data and metrics and effectively communicate any issues or areas for potential improvements.
● Analyze application data to process and optimize admissions decisions and perform quality control checks prior to admissions decision and financial aid release.
● Develop and manage a recruitment strategy for transfer students by utilizing data to identify target schools and by creating articulation agreements, policies and practices.
● Collaborate and coordinate integration with the Office of Financial Aid and their systems (PeopleSoft).
● Assist VP with research and analysis for new markets and opportunities by utilizing data to identify target schools.
● Oversee tuition benefit partnerships maintaining accurate import and exports (Tuition Exchange, CCCU, and CIC)
● Provide leadership, as needed, with admissions recruitment events on- or off-campus

The Admissions Department is comprised of 17 full and part-time staff and a student staff of approximately 35 students. The work of this team covers the areas of recruitment, campus visits (group and individual), admissions-related marketing, application processing, and tele-counseling. This position will oversee the Associate Director of Admission and the Associate Director of Operations.

Qualifications:
Minimum qualifications include a proven record of success in recruitment, and a minimum of five years of progressively responsible experience in the administration of an admissions office. A Master’s degree in an applicable field of study is preferred. Qualifications of the most qualified candidates include superior communication skills; supervisory experience in admissions; competency in analyzing recruitment data; understanding of the innovative uses of technology; ability to articulate the mission and values of the institution; and a strong personal faith in Jesus Christ and see their work in admissions as an invitation for prospective
students into a life-transformative educational experience. The university is seeking a candidate with demonstrated openness to interacting with people whose lives have been shaped by cultures different from their own. Must meet university lifestyle expectations.

**Benefits:** This is a full-time position eligible for full-time benefits

**Position Available:** Immediately

Qualified and interested candidates should submit a letter of interest, resume and employment application to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

Anderson University is on a mission to educate students for lives of faith and service, offering more than 60 undergraduate majors, 30 three-year degrees, 20 NCAA Division III intercollegiate sports, alongside adult and graduate programs. The private, liberal arts institution is fully accredited and recognized among top colleges for its business, computer science, cybersecurity, dance, engineering, nursing, and teacher education programs. Anderson University was established in 1917 in Anderson, Indiana, by the Church of God.

**AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply.** Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.