

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position – Regional Assistant Director of Admissions

Preparation Date: April 20, 2018

Function of Position:

Wartburg College is accepting applications for a Regional Assistant Director of Admissions, responsible to the Director of Student Recruitment for assisting and advising students with admissions questions and concerns and for recruitment in the specific geographic territory of Illinois with specific emphasis on Chicago metro and the top 1/3 of the state. Responsible for the coordination and implementation of an annual recruitment plan.

Responsibilities:

- 1) Interview prospective students; assist with campus visit days and scholarship programs; maintain contact with serious applicants; provide initial academic advising for incoming students. (20%)
- 2) Coordinate the admissions process for students in an assigned territory. Prepare and manage recruitment budget for assigned area (20%)
- 3) Provide extensive information and follow-up on financial aid and scholarships. (12%)
- 4) Plan and implement events to maintain and develop awareness of the College; represent the College at high schools, churches, youth organizations, and other organizations and events. (10%)
- 5) Initiate contacts with high school guidance counselors, youth directors, pastors, alumni, prospective students' parents, and cultivate relationships in a defined territory. (10%)
- 6) Research the potential for and plan travel in specific territory; develop a proposal for activities to serve the territory. (8%)
- 7) Coordinate Outreach on programs & initiatives (5%)
- 8) Supervise and train students to assist in prospect management. (5%)
- 9) Work with the Assistant Vice President for Admissions to recruit culturally and experientially diverse students to Wartburg, based on the enrollment plan of the College. (5%)
- 10) Prepare student application folders for students not meeting minimum academic standards for review of applicant documentation and ensure applicants have completed the application process. Make recommendations for admission by selecting the best qualified. (5%)
- 11) Perform other related duties as assigned.

Minimum Requirements:

BA and strong communication skills. Must be self-motivated, willing to travel extensively and work evenings and weekends; ability to plan and organize multiple projects; capacity to relate well to diverse constituencies; ability to articulate the value of a liberal arts education; enthusiasm, energy, creativity and humor. Prefer experience in admissions, high school/college counseling, or marketing/public relations; Spanish proficiency would be a preferred skill.

To be considered for Assistant Director of Admissions, the successful candidate must meet the above requirements and possess the following: Bachelor's degree required, master's degree preferred, minimum of 3-5 years of related professional supervisory and administrative experience.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.