

## **WARTBURG COLLEGE POSITION DESCRIPTION**

### **Title of Position – Assistant Director for Recruitment Services**

Preparation Date: 05-15-2015

#### Function of Position:

Responsible to the Director of Student Recruitment in providing data management, data analysis, admissions communication flow and vendor interaction.

#### Principal Duties and Responsibilities:

- 1) Manage the overall admissions data elements. (20%)
- 2) Coordinate all data sharing and exchange between vendors. (15%)
- 3) Coordinate all electronic communication related to student recruitment initiatives. (15%)
- 4) In collaboration with the Director of Student Recruitment, develop, implement and disperse all information associated with vendor partnership. Serve as the primary contact to vendors (15%)
- 5) In collaboration with the Assistant Vice President for Admissions and Director of Student Recruitment, analyze admissions data for evaluation, budget and programmatic decisions. (10%)
- 6) Manage the admissions communication flow of print and electronic materials. (10%)
- 7) Coordinate all aspects of admissions social media initiatives. (10%)
- 8) Supervise and train students to assist in duties. (5%)
- 9) Perform other related duties as assigned.
- 10) Understand the capabilities of the all Admissions systems, both internal and those of service providers, to ensure the college is making best use of all functions and features.
- 11) Thoroughly understand all aspects of the admission process and how data is used and managed throughout the department.
- 12) Serve as the department's primary contact with Information Technology Services.

#### Supervision:

Employee proceeds independently working toward established objectives requiring the use of a wide range of procedures. Employee prioritizes own work and resolves unusual cases in consultation with supervisor. Assistant Director of Recruitment Services will supervise two full-time staff and student workers.

#### Minimum Qualifications:

BA with strong communication and data analysis skills. Prefer at least one year of experience in admissions, with experience in data management and analytics or marketing/public relations. Must be self-motivated, willing to travel and work evenings and weekends. Must be able to plan and organize multiple projects; relate well to diverse constituencies and articulate the value of a liberal arts education. Candidate should also display good problem solving skills, enthusiasm, energy, creativity and a sense of humor.

#### 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](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.