

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Assistant Director for Global Admissions

Preparation Date: October 2015

Function of Position:

Reporting to the Assistant Vice President for Admissions, the Assistant Director for Global Admissions coordinates international student recruitment efforts. This position will ensure enrollment growth by recruiting international students who meet the admissions requirements of the College and whose profiles match the mission of the College; cultivate strong relationships with international schools, educational agencies, alumni and sponsors; analyze and interpret data from the program's student information system; develop and implement a strategic plan for marketing and recruitment of international students.

Principal Duties and Responsibilities:

- 1) Promote, market and grow international student enrollments: attend key events that will generate leads and help to establish the Wartburg brand; solicit and review applications, and make recommendations for admission; conduct financial need analysis and make financial aid recommendations.
- 2) Cultivate, establish and maintain key relationships with international partners and serve as secondary advisor for students in international partnership programs.
- 3) Communicate regularly with international student prospects and admits.
- 4) Collaborate and work effectively with Wartburg faculty, staff, students, and with the Cedar Valley community.
- 5) Participate in appropriate international education and recruitment professional organizations in order to stay abreast of current trends and to promote Wartburg College.
- 6) Complete SEVIS paperwork on each student offered admission to the college.
- 7) Collaborate with Student Life staff in providing necessary services for the incoming student to transition to the College.
- 8) Manage the international recruitment budget.
- 9) Oversee students working in international recruitment through campus employment
- 10) Other related duties as required.

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.

Minimum Qualifications:

Requires BA degree; valid passport and driver's license; three years of progressively responsible higher education experience, with at least three years in recruitment, enrollment management, international admissions, or related field; experience living, working, or studying abroad; experience working with external agencies, including overseas organizations, and with people of diverse backgrounds; proficiency in the use of computer-based student information systems as well as spreadsheet, database, and web applications; willingness to undertake extensive international and domestic travel; ability to work flexible schedules; and excellent interpersonal, motivational, and oral and written communication skills. Prefer Master's degree and ability to communicate fluently in one or more foreign languages. Candidates must be a United States citizen or permanent resident status.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, 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.

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 women and members of ethnic and minority groups.