

## **POSITION DESCRIPTION**

### **WARTBURG COLLEGE**

#### **Title of Position – Assistant Director for Admissions Data and Analytics**

Preparation Date: August 2021

#### **Function of Position:**

Full-time, twelve-month, on-campus position includes excellent benefits. Responsible to the Executive Director of Admissions to assist with data elements, generate recruitment research, and analyze trends for the department and the Vice President for Student Recruitment.

#### **Principal Duties and Responsibilities:**

1. Gather and present relevant data, trends, and research to inform Admissions recruitment strategy in targeted geographical locations, including global and transfer student strategies. (25%)
2. Work with Associate Director of Admissions Data and Analytics with data management for recruitment efforts. (20%)
3. Work with Associate Director of Admissions Data and Analytics and the Financial Aid Office to develop standard statistical and analytical reports; provide trend data for analysis. (15%)
4. Collaborate with Admissions for the review of Admissions marketing materials, review and occasionally create email communications. (10%)
5. Maintain and collect information from Admissions, Institutional Research, and Financial Aid to complete admissions-related surveys. (10%)
6. Provide support for Admissions recruitment events. (5%)
7. Provide administrative support to the Vice President of Student Recruitment. (15%)
8. Other duties as assigned.

#### **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:**

Bachelor's degree required, minimum of 3 years of related professional experience with strong communication and research skills. Must be self-motivated, have excellent attention to detail and organizational skills, and strong commitment to customer service.

#### **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.