

WARTBURG COLLEGE POSITION

DESCRIPTION

Title of Position – Assistant Director of Admissions

Preparation Date: May 2022

Function of Position:

This on-campus role is responsible to the Executive Director of Admissions for assisting and counseling students throughout the admissions process in specific geographic territories, creating and collaborating with admissions personnel to maintain strong communication stream for prospective students.

Principal Duties and Responsibilities:

- 1) Interview prospective students; maintain contact with applicants; counsel families through college search and financial aid process in assigned territory, assist with campus visit days and scholarship day planning. (40%)
- 2) Research and plan travel, manage budget, develop an outreach plan, initiate contacts with high school counselors, youth directors, pastors, alumni, parents of prospective students, and cultivate relationships within an assigned territory. (20%)
- 3) Build and coordinate admissions communication flow with CRM administrators for segmented populations. (25%)
- 4) Explore opportunities and maintain vendor relationships for specific programs with the Executive Director of Admissions (10%)
- 5) Work with Multicultural Recruitment Coordinator and Executive Director of Admissions to recruit culturally and experientially diverse students within recruitment territory. (5%)
- 6) Perform other related duties as assigned.

Minimum Requirements:

BA and strong written and oral communication skills; must be self-motivated, willing to travel 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 five years of experience in admissions, counseling, or marketing/public relations, and/or data analysis. Master's degree preferred.

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.

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.