

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Associate Director for Global Admissions

Preparation Date: January 2024

Function of Position:

Reporting to the Executive Director of Admissions, the Associate 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 enrollment; attend key events that will generate leads and help establish the Wartburg brand.
- 2) Communicate with international student prospects and admits.
- 3) Review applications and make admission decisions; conduct financial need analysis and make financial aid recommendations.
- 4) Cultivate, establish, and maintain key relationships with international partners and serve as a secondary advisor for students in international partnership programs when appropriate.
- 5) Oversee the management of the global admissions office assistant, one professional staff, and student workers.
- 6) Participate in appropriate international education and recruitment professional organizations in order to stay abreast of current trends and to promote Wartburg College.
- 7) Serve as one of the Designated School Officials (DSO) as a liaison between international students, and the U.S. government, issue necessary immigration forms, guide students through the process of studying in the U.S. and maintain records in the Student and Exchange Visitor Information System. (SEVIS).
- 8) Collaborate with Student Life staff in providing necessary services for the incoming student to transition to the College.
- 9) Manage the international recruitment budget.
- 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 bachelor's 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, 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 obtained 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.