

**TITLE OF POSITION:**

ASSOCIATE DIRECTOR FOR OUTREACH AND RECRUITMENT - Transfer, Online and International Initiatives

**DATE POSITION AVAILABLE:**

January 1, 2018

**SALARY:**

Commensurate with education and experience. Employees also enjoy a generous benefits package including health benefits, paid time off, and education benefits for employees and qualified dependents.

**RESPONSIBILITIES:**

The Associate Director for Outreach and Recruitment designs and develops strategy for the recruitment and admission of diverse and distinct student populations. Reporting to the Director of Transfer, Online and International Initiatives, this position supervises a team charged with successfully executing data-driven strategies to achieve the operational objectives necessary to meeting the institution's targeted enrollment goals for transfer, online and international student populations. The associate director position serves in a key leadership role in managing recruitment staff in Undergraduate Admissions.

For full description of responsibilities, see the position posting at:

<http://www.ohiouniversityjobs.com/postings/24079>

**QUALIFICATIONS:**

Master's degree required. 3-5 years of work related experience and 1-2 years of supervisory or managerial experience required. Must hold a valid driver's license. Unrestricted and/or renewable legal authorization to travel internationally to and from the United States, and willing to travel internationally. Background check and university judiciary review required, in addition to regular driving history audits. A history of utilizing dynamic tactics to implement data-driven decisions in an enrollment management environment. Experience in Technolutions Slate or similar CRM system. Ability to understand and abide by the Statements and Principles of Good Practice of the National Association for College Admission Counseling. Ability to maintain knowledge in a specific field(s) such as institutional and state transfer policy or global education systems and credentials. Ability to develop comprehensive recruitment strategies that leverage the entire portfolio of University administrative and academic resources, including students, staff and faculty. He / she must be able to facilitate collaboration with professionalism, diplomacy and tact.

**APPLY AT:**

Please complete the online application and be prepared to attach required documents. For references, please include names and current contact information of three professional references. References will be used with discretion late in the process. Successful candidates must pass a comprehensive background check (including criminal), university judiciary review, and driving record audit. Position will remain open until filled. For full consideration, please apply by September 25, 2017.

Ohio University is committed to creating a respectful and inclusive educational and workplace environment. Ohio University is an equal access/equal opportunity and affirmative action employer with a strong commitment to building and maintaining a diverse workforce. Women, persons of color, persons with disabilities, and veterans are encouraged to apply. Ohio University is a member of the OH/Western PA/WV Higher Education Recruitment Consortium. [www.ohwpawvherc.org](http://www.ohwpawvherc.org)