



Associate Director of Admission - Recruitment

The position requires an energetic and creative individual, with demonstrated leadership and initiative; admission and supervisory experience preferred.

The position serves an integral role in the recruitment and enrollment of prospective students. The Associate Director of Admission - Recruitment, has primary responsibility for providing direction and supervision to the recruitment team. Specific duties/responsibilities include hiring, training and managing the admission counselors. Promotion of the College at various events; planning and implementation of a comprehensive recruitment strategy; assisting with campus visitations; developing relationships with high school counselors and related personnel; establishing and maintaining positive relationships with students, parents and alumni.

Other responsibilities include recruitment and strategic admission planning, managing social media communication and assisting the Director of Admission and Vice President of Enrollment Management and Marketing with long range enrollment planning.

The Associate Director plays a role in the recruitment and enrollment of prospective students. Specific duties/responsibilities involve developing and implementing a 12-month recruitment strategy, assessing prospective first year student potential in assigned recruitment territories, identifying effective recruitment strategies, implementing a variety of recruitment activities (including for transfer and graduate level students) and conducting appropriate follow-up and tracking; completing transcript evaluations and degree completion plans for prospective and admitted transfer and graduate

students; scheduling visits planning and coordinating special recruitment programs, including making all necessary arrangements for travel.

Candidates with experience in administration of admission recruitment programs, working with undergraduate student population, and seven to ten years of relevant experience in college admission or progressively responsible experience will be considered for the Associate Director of Admission position. Proven track record in meeting and/or exceeding goals. Bachelor's degree required. Candidate must be able to support the College's mission statement, work independently and in a team environment, be goal-oriented, and articulate the value of a Catholic, liberal arts education to prospective students and parents. Salary commensurate with experience.

Approximate start date (February 1, 2021). To receive priority consideration, please submit an electronic copy of your letter of application, resume, and the names, address, and phone numbers of three professional references by December 4, 2020. Carroll College is an Equal Opportunity Employer (EOE).
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