

Assistant Director of Admission

Fontbonne University

Department: Admission

Location: St. Louis, MO (On-Campus)

Full/Part time: Full

Primary Function

Fontbonne University is seeking passionate, multi-talented, and qualified applicants for the Assistant Director of Admission position. Reporting to the Director of Admission, the Assistant Director of Admission creates, implements, and monitors a multi-year undergraduate recruitment plan for new and target markets, which align with Fontbonne's enrollment goals. Based upon methodical and acute market research, this professional identifies, and coordinates partnerships with school districts, community-based organizations, and scholarship organizations that directly serve high school and community college students. In addition, this position effectively utilizes data and enrollment management best-practices, insights, and leverage gained through the existing Customer Recruitment Management system (Slate) and emerging communication tools to enroll a diverse and broad array of talented students.

Department

The Fontbonne University Office of Admissions is a progressive and vibrant unit which serves as the customer service point of contact for prospective students, families, and schools. As the dedicated stewards of the undergraduate and graduate student recruitment and admissions processes, the Office of Admissions provides support to academic and administrative departments and other stakeholders who directly and indirectly engage in recruitment events and activities.

General Duties and Responsibilities

- Identify recruitment opportunities by analyzing and assessing market research, trends, and other relevant data
- Contribute to the development and execution of recruitment and yield strategies for undergraduate students, especially for out-of-state and underperforming markets
- Cultivate and leverage relationships to achieve enrollment goals
- Advise the director of admissions on strategies to recruit target populations, which include enrolling students from traditionally underrepresented populations and communities
- Engages and supports recruitment and yield strategies that involve campus and university departments

- Supports the comprehensive organization and planning for all prospective student recruitment events
- Monitors, analyzes, and evaluates data related recruitment and yield events, and customer service initiatives
- Produces routine and ad-hoc reports, identifying and monitoring key performance indicators, opportunities, challenges, and anticipated changes
- Visits secondary schools, community-based organizations and scholarship programs (extensive automobile and overnight travel required. Some weekend assignments required)
- Conducts on-campus visitor interviews, e-mail correspondence, telephone communication, customer service functions, outreach related activities, and follow-up (e.g., travel coordination, special events, etc.)
- Performs other duties as assigned by the Director of Admission

Visa Policy: In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

How to Apply

Please navigate to the Employment page on the Fontbonne website (link below). Click on the job posting and then select one of the blue-highlighted "Apply" buttons at the bottom of the page to begin your application.

<https://www.fontbonne.edu/about-us/employment/>

Interested applicants should submit a Cover Letter, Résumé and Contact information for three references.

Excellent Benefit Package offered including Medical, Dental, Vision, Life/AD&D and Disability insurance, Paid Vacation/Sick Leave, a large number of paid office holidays and 403(b) Retirement Plan with matching contributions. Tuition Remission benefits available for employee and eligible spouse/dependents.

NOTE: Educational Transcripts and Certification Documentation may be requested during the interview process.

A standard background check will be done prior to hiring.

Director, Human Resources

Fontbonne University

6800 Wydown Blvd.

St. Louis, MO 63105

Email: sloher@fontbonne.edu

Fontbonne University provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or genetics. In addition to federal law requirements, Fontbonne complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our Mission & Vision

Fontbonne University, a Catholic institution founded by the Sisters of St. Joseph of Carondelet, provides transformative education committed to the common good, inspiring students to become global citizens who think critically and act ethically to create a more just world.

About Fontbonne University

Fontbonne University is a vibrant and strong academic institution located in the Clayton suburb within the St. Louis metropolitan area. We were founded by the Sisters of St. Joseph of Carondelet and established in the Catholic tradition, yet we serve and welcome a diverse group of students from all faiths, cultures, backgrounds, and beliefs. With nearly 1,000 students enrolled, we offer Division III athletics, a large range of student organizations, and more than 100 undergraduate, graduate, and doctoral programs. Fontbonne University is uniquely situated to offer the best of city sights and scenes coupled with beautiful and historic homes and neighborhoods.

Believing that diversity contributes to academic excellence and to rich and rewarding communities, Fontbonne University is committed to recruiting and retaining a diverse faculty, staff and student body. Candidates from historically under-represented groups, whose work furthers our diversity and inclusion efforts and who bring to campus varied life experiences, perspectives and backgrounds are especially encouraged to apply.

Open your mind. Follow your heart. Take the leap. Challenging, welcoming, affordable. Fontbonne will prepare you for an engaged and rewarding life, no matter how you're called to serve.

Education & Experience - Required

- Bachelor's degree
- Three or more years of experience in college/university admissions, financial aid, advancement, community outreach, alumni relations, or related field

- At least one year of direct experience in undergraduate college admissions
- Valid driver's license required

Education & Experience - Preferred

- Master's degree in higher education, marketing, business, counseling, or related field
- Two or more years of demonstrated success working in undergraduate admissions at an accredited, non-profit college or university
- Demonstrated success in the following areas: undergraduate student recruitment, professionally supporting traditionally underrepresented populations, out-of-state student recruitment, event planning, and utilizing admission and/or CRM systems to manage recruitment communications and student engagement
- Demonstrated success working with underrepresented students and communities
- Demonstrated success in territory management in undergraduate admissions
- Demonstrated success cultivating and managing positive and fruitful relationships with secondary school personnel, and community-based organizations
- Strong preference for verbal and written fluency in Spanish

Knowledge, Skills & Abilities

- Must have a positive and collaborative attitude, with a high-level of self-awareness and emotional intelligence
- Strong relationship-builder who models the values of the University and Office of Admissions
- Demonstrate a full commitment to the success of students in addition to a strong commitment and track-record of addressing issues of social justice, equity, diversity and inclusion
- Demonstrate knowledge and intentionality of territory management within the context of undergraduate student recruitment and yield. Excellent organizational skills, the ability to exercise independent judgment
- Open-minded and able to adapt to new ideas
- Self-starter, and can comfortably operate with ambiguity when facing problems and/or determining various courses of action
- Utilizes data and industry best-practices to inform strategies and decisions
- Collaborative and willing to champion the ideas of others
- Nimble in adjusting to change
- Detail-oriented and utilizes personalized approach to student recruitment. Strong written communication skills and interpersonal skills
- Strong verbal communicator in both large group presentations and one-to-one conversations
- Approachable and demonstrates strong listening skills

Apply Here: <https://www.click2apply.net/NwXIPJS75y41GulGLsqgo4>

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