



OHIO
UNIVERSITY

TITLE OF POSITION: Admissions Advisor

DATE AVAILABLE: October 1, 2019

SALARY: The hiring range for pay grade 14 is \$34,353-\$53,247 and the target salary range for this position is \$34,353-\$39,077. Salary is commensurate with education and experience, while also considering internal equity. Please find the full pay structure at the following link. <https://www.ohio.edu/hr/compensation-pay/pay-structures/classified-and-administrative-pay-structure>

Employees enjoy a generous benefits package such as paid holidays, sick time, personal time, a tuition waiver up to 100% for self and dependents, a comprehensive insurance package (including but not limited to prescription, vision, dental, and life insurance), an excellent retirement plan with up to a 14% company contribution, a 12-week parental leave program, adoption reimbursement, transgender care, flextime and flexplace policies, counseling and mental health care, access to professional development programs and more. Additional information is available at <https://www.ohio.edu/hr/benefits>.

RESPONSIBILITIES: The admissions advisor represents the University both on- and off-campus to a wide variety of constituents, including prospective students and their families, secondary and postsecondary school personnel, community-based organizations, and other individuals or organizations involved in the college selection process. Plans and implements recruitment activities for an assigned territory or population, including programs and travel activities around Ohio and nationally. Coordinates and contributes to the success of initiatives designed to identify, attract, admit, and enroll students in Ohio University's undergraduate programs.

Develops and executes recruitment plans for assigned territory; manages activities occurring within the territory or affecting constituents within it. Initiates, develops, and maintains relationships with constituents within the territory, including prospective students and their families, secondary and postsecondary personnel, community-based organizations, and other individuals or organizations involved in the college selection process. Plans and executes on- and off-campus events to support recruitment, admission, and yield, not only for the assigned territory but also for broader audiences.

Counsels and advises constituents on a range of admission and enrollment processes. Maintains thorough knowledge of trends in the field of admissions, and advises constituents on the breadth and depth of opportunities available at OHIO. This advising occurs primarily through in-person information sessions, individual appointments, phone calls, e-mails, online chats, and interactions within the University's constituent relationship management system. As assigned, coordinates and contributes to the success of other initiatives designed to identify, attract, admit, and enroll students in Ohio University's undergraduate programs.

Evaluates applications and supplemental materials for the purposes of making admission decisions. Conducts thorough, holistic, selective review of an applicant's candidacy. Determines necessary documentation to support an admission decision and recommends appropriate alternative pathways when admission cannot be offered. Serves on Committee Review Panel, representing and deliberating concerns about applicants' candidacy. Monitors and analyzes historical and current recruitment and admission data and trends, and uses information in decision-making.

Serves as liaison to an assigned academic and/or administrative unit to facilitate integrated recruitment and admission functions and resolve issues of competing priorities. Initiates, develops, and maintains relationships with constituents within the unit to ensure that Undergraduate Admissions possesses an awareness of needs and provides optimal service in fulfilling those needs. Monitors progress toward recruitment, admission, or yield targets for assigned academic programs or populations, and proposes action or adjustments as needed.

QUALIFICATIONS – Required qualifications: minimum of a bachelor's degree conferred by start date; valid driver's license required; ability to travel independently up to twelve weeks annually (intermittent; travel requirements vary by position); at least one year of directly related experience and excellent interpersonal communication and speaking skills; working knowledge of concepts, practices and procedures and ability to use in varied situations is required; successful candidates must have the ability to understand and abide by the Statements and Principles of Good Practice of the National Association for College Admission Counseling; successful candidates must pass routine and continual background checks, university judiciary review, and driving record audit.

Preferred qualifications: master's degree; at least one year of experience in college admissions, academic advising in higher education, college student personnel, counseling or teaching in secondary schools.

APPLY AT: Please complete the online application at www.ohiouniversityjobs.com and be prepared to attach required documents. Positions will remain open until filled. For full consideration apply by September 9, 2019.

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.ohwpawherc.org