



TITLE OF POSITION:

Associate Director for International Admission

DATE POSITION AVAILABLE:

January 2, 2019

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 international admission manages a team charged with executing the University's multifaceted international recruitment strategy. Reporting to the director of transfer, online and international initiatives in Undergraduate Admissions, the associate director coordinates the efforts of staff based in Athens and abroad to recruit and enroll academically-talented international students in alignment with the University's strategic enrollment goals.

The associate director for international admission manages the efforts of a team—including staff based in Athens and program offices abroad— charged with meeting the University's international enrollment goals. Leverages University's portfolio of recruitment resources in a strategic manner, including the effective management of in-country program offices around a coordinated global strategy. Allocates staff resources appropriately to ensure prioritized, consistent, responsive service to prospective students. For full description of responsibilities, see the position posting at: <http://www.ohiouniversityjobs.com>

QUALIFICATIONS:

Master's degree is required by start date. A minimum of 3 years of related work experience.

A minimum of one year of management experience. Must hold valid driver's license.

Though this position is intended to be based in Athens, international travel may be required.

Background check and university judiciary review required, in addition to regular driving history audits.

Must have the ability to understand and abide by the Statements and Principles of Good Practice of the National Association for College Admission Counseling. Ability to develop comprehensive recruitment and admission strategies that leverage the entire portfolio of University administrative and academic resources, including students, staff and faculty based in Athens and abroad. He / she must be able to facilitate collaboration with professionalism, diplomacy and tact.

APPLY AT:

Please complete the online application at www.ohiouniversityjobs.com 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 December 17, 2018.

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.ohwpawvhrc.org.