



TITLE: Assistant Director for Events

DATE AVAILABLE: August 5, 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 assistant director for events oversees Undergraduate Admissions on and off campus special event programs. Reporting to the associate director for visits and events, the incumbent supports the planning and implementation of campus visit programs and off campus events for prospective and admitted students, their families, and their influencers. In addition, this position serves as a member of the Undergraduate Admissions recruitment staff team.

1. Campus visits and events management. Support the associate director for visits and events in the planning, coordination, and implementation of Undergraduate Admissions recruitment and yield programs and special events, creating programs that help Undergraduate Admissions and academic units achieve enrollment goals. Coordinate with internal and external constituents to promote effective and efficient campus and engagement experiences for prospective students, their families, and their influencers. Support the development of program budgets and adherence to project timelines. Serves as subject matter expert to counsel campus partners on the development of targeted visit and event programs. Collaborate with colleagues in various University departments to schedule and improve visit and in-market engagement opportunities. In coordination with the Enrollment Marketing and CRM Operations team, support the development of campus visit and event registration, pre- and post-event communication, and program evaluation tools within the constituent relationship management (CRM) system. Evaluate the assessment of campus visit and event experiences to ensure effective and efficient allocation of university resources. Support assistant director for tours and training in providing an authentic campus tour program for Undergraduate Admissions on a daily basis, year-round. Support a diverse team of 75-100 student employees to serve as ambassadors, provide tours, and receive visitors for daily visits and special visit programs.

2. Recruitment and Admission: Serve as a member of the Undergraduate Admissions recruitment team. Represent 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. Counsel and advise constituents on a range of admission and enrollment processes. Maintain thorough knowledge of trends in the field of admissions, and advise constituents on the breadth and depth of opportunities available at OHIO. Evaluate applications and supplemental materials for the purposes of making admission decisions. Conduct thorough, holistic, selective review of an applicant's candidacy. Determine necessary documentation to support an admission decision and recommends appropriate alternative pathways when admission cannot be offered. Plan and implement limited recruitment activities for an assigned territory or population, including programs and travel activities around Ohio and nationally. Other duties as assigned.

QUALIFICATIONS: Bachelor's degree required. A minimum of 3 years of related work experience. A minimum of one year of management experience. Valid driver's license required. Ability to travel independently. Successful incumbents must pass routine and continual background checks, judiciary reviews, and regular driving record audits. Working knowledge of concepts, practices and procedures and ability to use in varied situations. Must have the ability to understand and abide by the Code of Ethics and Professional Practices of the National Association for College Admission Counseling.

TO APPLY: 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. Position will remain open until filled; for full consideration apply by July 15, 2019.