

ADMISSIONS

Position: ASSISTANT DIRECTOR OF UNDERGRADUATE ADMISSION

Department: OFFICE OF UNDERGRADUATE ADMISSION

DESCRIPTION OF DUTIES: Newbie University seeks a highly motivated, articulate, and creative professional to fill a full-time position in the Office of Undergraduate Admission. The Assistant Director of Admission will participate in all major responsibilities shared by the admission counseling staff including:

- representing Newbie University and participating in on and off campus events;
- recruiting students via travel to targeted areas both in the US and abroad;
- interviewing prospective students and families;
- reviewing applications and rendering admission decisions for domestic and international students; and,
- assisting in daily demands of a highly service-oriented office.

We are seeking an individual who has demonstrated interest and knowledge in both domestic and international recruitment. An understanding of the needs of diverse populations is essential. Experience evaluating foreign credentials preferred.

REQUIREMENTS: A Bachelor's degree, a valid driver's license and passport, and 1 - 3 years of admission experience. International admission experience is preferred. Excellent organizational and communication skills required. Ability to work both independently and as part of a collegial professional staff. Advanced technical and analytical skills a plus.