



POSITION ANNOUNCEMENT

Job Title: Senior Admissions Officer - International
Department: Office of Undergraduate Admissions
Reports To: Director
Level: 7
Shift/Hours: 40 hours per week
Date Prepared: November 20, 2017

SUMMARY

This position is responsible for coordinating specific strategies, per UG recruitment plan, related to specific student population(s) and recruitment and enrollment goals and objectives. Provides leadership, creativity, knowledge and positive role model to assistance with the growth, development and activities of the Office of Undergraduate Admissions. These responsibilities flow through an annual cycle of strategic enrollment management (SEM) activities designed to generate awareness, inquiries, applications, attendance at forums, admission, and ultimately, enrollment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for recruitment strategies per UG Strategic Recruitment Plan designed to increase University awareness and new international student enrollments for international students both inside and outside the United States.
2. Serves as the primary admission liaison between the English Language Program and the Office of Undergraduate Admission.
3. Identifies enrollment-related research and market analysis needs.
4. Participates in recruitment/planning leadership team meetings.
5. Coordinates activities designed to generate qualified leads and applications, completes admission process per University policies, communication benefits, advantages and policies of the University, and ultimately generates new student enrollments to both Undergraduate and English language programs.
6. Interacts with University personnel, staff, faculty and students to learn about new programs and/or services, discuss emerging recruitment needs and identify recruitment new opportunities.
7. Works with institutional data to track, monitor, and achieve recruitment and enrollment goals and objectives.
8. Attends off-campus visits, both internationally and domestically, and constructs recruitment communication (i.e. letters, phone, email) to fulfill recruitment and enrollment goals and objectives.
9. Participates in campus visit programs and events, including extended office hours.
10. Speaks with prospective, applied, and admitted students, including families and/or groups through appointments/programs.
11. Communicates effectively admission policies, procedures, and enrollment opportunities/information.
12. Represents the University at international and domestic college nights and other programs throughout the year in accordance with the International Student Recruitment Plan.
13. Attends scheduled OUA staff meetings and other assigned committees.
14. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license, commercially insurable driving record, and own transportation.

EDUCATION AND EXPERIENCE

Bachelor's degree in international relations, business, marketing or related major from an accredited four-year college or university with 2-5 years' experience in higher education. Working knowledge of the rules and regulations regarding international student admission established by the Department of Homeland Security. Applicants with study abroad or international higher education experience preferred.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.