

Position: Senior Assistant Director of International Admission
Reports to: Director of International Admission
Department: Admission
FLSA Status: Exempt

Lynn University, a private, not for profit university located in Boca Raton, Florida is currently accepting applications for a senior assistant director of international admission.

SUMMARY

Reporting to the director of international admission, the senior assistant director is responsible for the recruitment of students within certain geographic territories, both domestic and abroad. Additionally, the senior assistant director will assist in the design, development, implementation, and management of various admission programs, strategies, policies, and practices that meet the goals and objectives of the university.

GENERAL DESCRIPTION:

- Researches, designs and implements recruitment initiatives to augment the university's marketing efforts to prospective students.
- Travels to and manages several geographic territories to identify, recruit, admit, and enroll academically qualified first-year and transfer students.
- Works with the director of international admission to develop statistical reports to enhance territory and yield management in order to meet established enrollment goals.
- Develops recruitment strategies within assigned territories to include high school visits, college fairs, area receptions, and yield events.
- Establishes and maintains an active communication flow with high school students and parents, counselors, educational consultants, and agents.
- Counsels students through the application process and facilitates questions related to the university's academic, social, cultural, financial, and athletic environments.
- Provides general guidance regarding the university's cost and aid policies.
- Reads, interprets and evaluates students' academic credentials to determine an appropriate admission decision.
- Conducts admission presentations to campus visitors and varying constituent groups in the assigned territory.
- Completes routine reports related to recruitment, projections, personal schedule, travel, special programs, and professional development.
- Builds and maintains working relationships with key faculty and staff members across campus.
- Assists with the planning and execution of special programs and projects.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Knowledge of admission terminology and standardized testing practices.
- Excellent interpersonal, cross-cultural, communication, leadership, organizational and programming skills.
- Ability to clearly and persuasively articulate university programs and offerings to prospective students.

- Skilled at interacting and communicating with varying audiences in small and large settings.
- Proficient verbal and written communication skills.
- Demonstrated ability to efficiently and effectively solve problems independently.
- Ability to commit to extended international travel and work a varied, and sometimes extensive, schedule with flexible hours including weekends and evenings.
- Knowledge of social media platforms and basic interactions in order to communicate with prospective students.
- Demonstrated ability at planning and organizing multiple projects and tasks.
- Ability to learn and apply institutional policies and procedures.
- Knowledge of Microsoft Office tools and ability to become familiar with recruitment software programs.
- Ability to work both independently and as part of a collaborative team environment.
- Must be detail oriented and able to prioritize work effectively.

QUALIFICATIONS:

- Master's degree preferred.
- Four or more years of progressive admission and higher education experience required. Consideration will not be given to candidates without direct college admission experience.
- Depending on experience, candidates may instead be considered for the same role at the assistant director or associate director level.
- Valid driver's license and clean driving record.
- Preference will be given to bilingual candidates.

TO APPLY:

Applicants should submit cover letter and resume to: www.lynn.edu/jobs