

Director, International Recruitment
The University of Akron

The University of Akron's International Center is seeking a dynamic individual to lead international recruitment and admissions efforts including oversight of the recruitment and processing teams. The Director will be responsible for developing new international recruiting connections for the University, developing and implementing recruitment strategies including international travel, managing the admissions process, and developing and implementing best practices to identify and enroll a diverse international population of undergraduate and graduate students, including government-sponsored and ESL students.

The position involves:

- Collaborating with Office of Admissions, the Graduate School, academic units, and other members of International Center team.
- Tracking and reporting on trends in international student recruitment/enrollment/applications in order to guide strategy.
- Planning and coordinating the University's participation in student recruitment fairs and other promotional events.
- Strategizing and implementing an effective international travel plan for recruitment team, and personally participating as needed.
- Overseeing development and implementation of strategies for recruiting in online, print, and social media environments.
- Setting equivalencies and standards for international credentials as well as English proficiency standards for all programs at the University.
- Managing the international recruitment budget.
- Ensuring that the University answers inquiries from prospective and current international students in an effective, courteous, and timely manner.
- Building, training, mentoring, and supervising international recruitment and processing teams.
- Compiling reports on recruitment history and yearly achievements.
- Active participation in international admission and international recruitment-related professional organizations.

Required Qualifications:

Requires a relevant bachelor's degree and a valid passport and ability to travel abroad required.

Required Experience:

- A minimum of eight years of progressively responsible admissions experience with a bachelor's degree or a minimum of five years of progressively responsible admissions experience with a master's degree. At least 3 of the years must include responsibilities in international recruitment and/or international admissions.
- Solid understanding of the international student experience, including admission application and visa processes, combined with a proven record of international recruiting success and relationship building with overseas institutions.

- Exemplary communication and interpersonal skills and the ability to work with diverse populations.
- Prior experience reviewing international student applications and computer proficiency with Slate or comparable CRM software.
- Demonstrated ability to work effectively on multiple tasks with deadlines both individually and within a team environment.

Preferred Qualifications:

Experience leading a mixed undergraduate and graduate recruitment or admissions office and active in organizations such as International ACAC, CIS, NAGAP, and/or NAFSA.

Salary: competitive

About UA:

Located in Akron, Ohio, The University of Akron (UA) is one of the largest employers in the region and offers an array of employment opportunities. Here you'll find a metropolitan setting that places you in the heart of a dynamic, regional economy and in sync with the pulse of business, government and the community.

We're committed to achieving a diverse faculty and staff by including individuals from varied backgrounds and characteristics, including age, gender, religion, ethnicity, disability, national origin, sexual orientation and socioeconomic background. We're also committed to offering competitive salary and benefits packages to qualified candidates.

Application deadline: Open until filled.

For complete position details, visit

<https://uakron.edu/hr/job-openings/openings.dot>

Job ID #12188

Comments:

Start date negotiable.

Equal Employment Opportunity

The University of Akron is an equal education and employment institution. It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at The University of Akron because of race, color, religion, sex, age, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status or status as a veteran. The University is also committed to the principles of affirmative action and acts in accordance with state and federal laws.