

Eastern Illinois University
Associate Director of Admissions for Recruitment
Position Announcement

Eastern Illinois University, a Master's I regional institution, invites applicants for its Associate Director of Admissions for Recruitment. The Associate Director of Admissions is a full-time, 12- month, administrative and professional position reporting to the Director of Admissions. This person is directly responsible for overseeing recruitment and outreach for undergraduate admissions.

Position Duties:

- Supervise, train, and evaluate first-year recruitment staff and ensure that staff members are held accountable for effectively executing and achieving undergraduate admissions goals and objectives.
- Plan and implement extensive training for all admissions staff.
- Work directly with Marketing and Communication, to create materials, communications, and presentations for various events and outreach to prospective students and their families, including website review.
- Manage recruitment and yield strategies to ensure timely planning and successful, cost-effective implementation and assessment.
- Work with the Assistant Director of Campus Visits to oversee the operation of daily visits, campus tours, large-scale events, and off-campus recruitment events.
- Effectively manage and assess recruitment territory assignments and recruitment strategies.
- Build and maintain relationships with other campus partners including, but not limited to; Housing and Dining, New Student Programs, Athletics, Academic Advising, Student Affairs, ITS, Financial Aid, Academic Areas, in order to successfully recruit undergraduate students.
- Monitor and track budget expenditures concerning undergraduate recruitment.
- Chair the High School Counselor Advisory Board and other initiatives to develop strong relationships with external partners.
- Assist the Director in assessing the effectiveness of strategies to enhance the quality and diversity of the applicant pool and ensure that the EIU admissions staff provides world-class service to all populations.
- Represent the Office of Admissions on various university committees.
- Lead and be a committee member of various priorities associated with the Strategic Enrollment Plan.
- Perform other duties as assigned by the Director.

Qualifications: Master's Degree Required. A minimum of 5 years of experience in Admissions/ Enrollment Management is required preferably in a public higher education setting. The successful candidate will have strong leadership traits and outstanding interpersonal and communication skills. Preference will be given to a candidate who has supervision experience. Proven experience in developing and implementing strategic approaches to achieve enrollment goals. Demonstrated ability to track and analyze the ROI on all recruitment activities to prioritize future investments. Demonstrated commitment to diversity and experience with promoting inclusivity required. Ability to work collaboratively across all areas of the university. Salary Range is \$62,000-\$70,000.

A complete application will include a cover letter, current resume, and the names and contact information for three professional references. Applications should be submitted electronically to <http://apply.interfolio.com/149149>. Questions regarding the search process can be directed to the chair of the search committee, Dr. Jill Bowers at jbowers2@eiu.edu. Review of applications begins immediately and continues until campus interviews are scheduled.

Diversity and Inclusion: Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

THE UNIVERSITY & COMMUNITY: Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. EIU boasts a rich, tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships and has earned recognition as the highest- ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to U.S. News and World Report. Eastern offers faculty a wide range of research and public service activities. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

Eastern Illinois University is located in Charleston, Illinois – a comfortable and safe east central town within a two-to three-hour drive of three major metropolitan areas -- Chicago, Indianapolis, and St. Louis.

Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer with minority/female/disability/veteran - committed to achieving a diverse community