

Assistant Director of Diversity Recruitment, Indiana University Office of Undergraduate Admissions

About Indiana University

Founded in 1820, IU Bloomington is the flagship campus of IU's eight campuses and attracts students from around the globe who want the ideal college experience—great traditions, a gorgeous campus, international culture, and an active academic climate. The university has a total enrollment of more than 49,000 students, and, in fall 2016, enrolled the most academically talented and diverse class on record. IU Bloomington offers dozens of highly ranked programs, the Hutton Honors College, and 200+ undergraduate majors. The campus is also known for its overseas study offerings, 750+ student organizations, research programs, the arts, and Big Ten Sports. Bloomington, the home of IU, is located an hour south of Indianapolis and offers a vibrant, active community that combines the metropolitan qualities of a large city with the easy pace of a small town.

Position Description

The Office of Admissions is the front-facing department to the public for undergraduate recruitment for the Indiana University Bloomington campus. The Office of Admissions is responsible for recruiting the freshman class each year, counseling prospective students and their families about the admissions process, providing accurate information to the public about our recruiting requirements and standards; and marketing Indiana University Bloomington. We are looking for an outgoing individual who is excited to be a Hoosier and to fill a full-time position as Assistant Director for Diversity Recruitment.

The Assistant Director of Diversity Recruitment will develop, coordinate, implement, and participate in recruitment efforts and admissions-related initiatives that serves to advance the undergraduate enrollment goals for the Bloomington campus, with a specific focus on Diversity Recruitment and Outreach.

The program focus for this position will be the coordination of recruitment and outreach initiatives for Pre-College Programs and Summer Camps, special group visits for targeted populations and community based organization outreach in the Bloomington community. The person in this position will be expected to collaborate with colleagues for special groups campus visits for targeted populations, evaluate the programs, provide training, develop procedures and processes, and determine the effectiveness of programs and strategies.

Qualifications

REQUIRED: Bachelor's degree and two years of relevant experience in admissions, recruitment, marketing, higher education and/or related area.

Possess a valid driver's license with the ability to be insured by Indiana University.

Excellent interpersonal, written and verbal communication and presentation skills including ability to interact and communicate effectively with a wide variety of

individuals. Strong organizational skills including ability to manage multiple tasks in a fast paced environment while managing many different constituencies at once. Proven ability to work independently, under limited supervision, use discretion and independent judgement in a fast paced environment while providing complex solutions.

PREFERRED: Master's degree; knowledge of IU, state and federal guidelines pertaining to higher education and admission policies; strong computer skills.

Salary:

34,000.00 – 35,500.00

To apply

<https://iujobs.peopleadmin.com/postings/43775>