



## **Director of Transfer and International Admission**

Marian University seeks qualified candidates for the position of the Director of Transfer and International Admission. The Director reports to the Vice President for Enrollment Management and is responsible for managing the recruitment and admissions of both traditional transfer students and international students to Marian University. The Director of Transfer and International Admission serves on the leadership team for the Enrollment Management Division, and is responsible for the management of the full-time transfer admission staff as well as the international admission staff in the Office of Undergraduate Admission. This position is primarily responsible for exploring the means for increasing transfer student recruitment by establishing partnerships within the greater community, planning and executing visit days, and assisting with the planning of orientation. This involves extensive reliance on and use of data. This position also assists transfer students with their transfer into Marian University and functions as the liaison between the students and the registrar, financial aid, housing, the business office, student activities and orientation, athletics, and various academic schools within the university. Part of this responsibility includes preliminary evaluation of transfer credit. Marian is targeting transfer admission as an opportunity for growth and is looking for a dynamic leader that can innovate and facilitate new paths for transfer students to enroll. Success in this position will be determined by his or her ability to focus on time-to-degree and net college cost, the two primary concerns of prospective transfer students. The Director is also responsible for oversight of the international admission operation, including strategy development. The Director works closely with the international admission staff to ensure that the international admission needs of the university are met.

### **Essential Duties and Responsibilities:**

- Set transfer enrollment targets including goals and projections
- Set international enrollment targets including goals and projections
- Establish meaningful articulation agreements with community colleges in and outside of Indiana
- Advocate for sustainable financial aid and scholarship policies that enhance growth among transfer students
- Develop and execute marketing campaigns and publications
- Strengthen recruitment partnerships within the greater Indianapolis community
- Manage the full-time staff and oversee student workers in the Office of Transfer and International Admission
- Meet individually and in groups with prospective transfer students

- Maintain consistent contact with all prospects, applicants, and admitted students throughout the recruitment cycle
- Provide preliminary evaluation of transfer credit and act as the liaison with the registrar
- Liaise with deans and faculty to facilitate and enhance transfer student recruitment
- Liaise with extracurricular and co-curricular partners (i.e., coaches/athletics, 21<sup>st</sup> Century Scholars, San Damiano Scholars, music, etc.) to facilitate and enhance transfer student recruitment
- Work with other student populations as appropriate, including re-admits, transient students, first-time adults, and non-degree students
- Assist the Vice President for Enrollment Management with analysis of recruitment data
- Manage the admissions processes and conduct interviews as needed
- Coordinate events for community and partner programs
- Serve as an advisor for non-eligible freshmen students transferring to Marian in the future
- Create and update admission and program documents
- Update the website and social media accounts
- Plan and conduct student orientations, learning events, and informational sessions
- Represent the Admission Office at community events as required
- Coordinate with Financial Aid Office by following up on completed financial aid packages with accepted students
- Other duties as assigned

### **Qualifications:**

- Knowledge of and commitment to the Mission
- Adheres to Marian University's policies and procedures
- Shows courtesy and respect in interactions with fellow employees, students, subordinates, and supervisors
- Bachelor's degree required; Master's degree preferred
- Exceptional communication, organizational, motivational, and interpersonal skills
- Ability to work some evenings and weekends
- Ability to read, write, analyze, and interpret recruitment and enrollment data, professional journals, etc.
- Ability to present data
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Must possess a valid Indiana Driver's License without restrictions

Located 10 minutes west of downtown Indianapolis, Marian University's mission is to be a great Catholic university dedicated to providing students with excellent teaching and learning in the Franciscan and liberal arts tradition. Marian University was founded in 1937 by the Sisters of St. Francis, Oldenburg, Indiana, and the Franciscan Values that the Sisters ingrained into the university's culture are still prevalent today. The university has experienced tremendous growth

in the past 15 years under the leadership of President Daniel J. Elsener, including the opening of the Marian University College of Osteopathic Medicine in 2013 – the state’s first new medical school in 110 years. Marian University’s football team has captured the NAIA national championship in 2012 and 2015. In 2016 and 2017, the women’s basketball team won back-to-back NAIA national championships. Marian University is also home to the national’s most successful collegiate cycling program, which currently holds 46 Cycling collegiate national titles.

Review of applications will begin immediately and continue until the position is filled. Applications require a current resume, a letter of application, and names and addresses of three current references. All applications should be submitted to [hr@marian.edu](mailto:hr@marian.edu).

Marian University is an EOE