



**Assistant (or Associate) Director of Admissions (Online & Graduate)**

**Office of Admissions**

**Full-Time: 12-month position with benefits**

**Reports to: Director of Recruitment**

**Supervises: Provides general supervision to Admissions staff**

**Job Summary:**

The Assistant (or Associate) Director of Admissions works under the direction of the Director of Recruitment and will assist with the management and oversight of the university's online and graduate admissions offerings. The Assistant (or Associate) Director of Admissions will perform work in the coordination of the University's recruitment and admissions functions.

**Primary Duties:** May include, but not limited to the following:

- Develop and implement recruitment strategies for MBU's online and graduate programs
  - A minimum of two years of experience in working in online and graduate admissions
- Create and maintain relationships with various off-campus constituents
  - Experience in developing relationships with community colleges, businesses, hospitals and/or school districts is preferred
- Contributes to the marketing strategy for online and graduate programs
- Manage the inquiry and application processes for interested students by directly working with students to promote MBU's programs including emails, phone calling, texting, personal notes, and in-person and virtual recruitment events
- Reviews online and graduate applications while monitoring the requirements for various programs
- Serve as Team Leader, providing general supervision and training to admissions staff at recruitment events, for daily admissions office procedures, and in the absence of the Director of Recruitment
- Collaborate with other offices on campus to support recruitment efforts and ensure successful matriculation of enrolled students

**Additional Duties:**

- Assists in reviewing and editing recruitment materials
- Performs other duties as assigned and requested

**Qualifications:** Bachelor's degree required. Minimum of two years of experience in online & graduate admissions. Some weekend and evening hours will be required as is a valid Virginia driver's license since travel is a part of this position. Experience with Jenzabar and Salesforce software is desirable.

**To Apply:** Please submit resume and cover letter to Matthew Munsey, Vice President of Enrollment Management, [mmunsey@marybaldwin.edu](mailto:mmunsey@marybaldwin.edu).