

Eastern Illinois University
Office of Admissions
Director of Admissions Position Announcement

Eastern Illinois University, A Master's I, regional institution, invites applicants for its Director of Admissions. The Director of Admissions is a full-time, 12-month, administrative and professional position reporting to the Associate Vice President for Enrollment Management in Academic Affairs. The Director of Admissions has primary responsibility for supervising, coordinating and administering the programs, activities, and staff associated with the Office of Admissions.

Required Qualifications & Skills:

- Master's degree from a regionally accredited institution.
- Significant admissions leadership experience and a strong record of achievement in admissions, preferably in a public higher education setting.
- Proven experience in developing and implementing strategic approaches to achieve enrollment goals.
- Demonstrated experience in effectively using technology in the business of recruitment, admissions, and enrollment planning.
- Demonstrated ability to track and analyze the ROI on all recruitment activities so as to prioritize future investments.
- Experience with admissions initiatives that enhance diversity and equal opportunity for college-bound students.
- The successful candidate will be a leader who has outstanding interpersonal and communication skills, the ability to inspire and bring out the best in a talented staff, and a history of working collaboratively with other units.
- Demonstrated commitment to diversity and experience with promoting inclusive excellence is required.

Duties & Responsibilities:

- Plan, supervise, coordinate, and administer all aspects of programs and activities associated with undergraduate admissions operations.
- Provide leadership to ensure that admissions staff members are held accountable for effectively executing and achieving undergraduate admissions goals and objectives;
- Coordinate and conduct the evaluation of staff and make recommendations to the AVPEM;
- Make recommendations to the AVPEM concerning budgets; ensure the responsible use of funds in the Admissions area;
- Assist in the development and implementation of policies and procedures related to undergraduate admissions;
- Work closely with leadership in the areas of communications, marketing and brand management to develop targeted, high quality undergraduate communications;
- Provide oversight for the development and implementation of on- and off-campus admissions events such as open houses, admitted student days, campus tours, and other special days, and represent the university at such functions;
- Provide oversight for the processing of all undergraduate applications, and associated internal and external policy.

- Develop and implement in-service programs to assist staff in keeping current on recruitment best practices, procedures, and expectations, as well as university programs and policies;
- Assist in the counseling of prospective students;
- Serve as the university's representative at admission-related functions, including State Articulation Conferences;
- Serve as a member of the Enrollment Worx Committee and other committees as assigned;
- Perform other duties as assigned by the AVPEM.

Applications should be sent electronically via Interfolio at <http://apply.interfolio.com/69561>. Send cover letter, resume, and a list of 3 professional references; reference list should include telephone number, email address, and reference's professional position. Transcripts will be requested upon selection for on campus interview. Application will be accepted until October 25th. Questions may be directed to Mandi Starwalt at ajstarwalt@eiu.edu.

THE UNIVERSITY & COMMUNITY: Eastern Illinois University places priority on teaching excellence for a student body in a residential setting. Approximately 7,800 students are enrolled in programs in undergraduate and graduate programs. Non-traditional and part-time students are enrolled in programs at both on- and off-campus sites. Eastern offers faculty a wide range of research and public service activities. The university is located in east central Illinois and combines the benefits of a community of 20,000 with access to several cities, including Chicago, St. Louis, and Indianapolis. Eastern Illinois University is an equal opportunity, equal access, affirmative action employer committed to achieving a diverse community.

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

