Allen College seeks to hire an Associate Director of Admissions

Posting ID # 117337

Allen College is accepting internal applications only for a full-time Associate Director of Admissions beginning immediately. This role is responsible to the Registrar for coordinating the student application and admissions process and contributing to the development, maintenance and implementation of student recruitment strategies and goals in the recruitment and marketing plan. This position maintains informative communications with internal and external constituents, including partner institutions; collaborates with the admissions team to develop and maintain a strong communication stream for prospective students through admission; counsels students throughout the admissions process; assists with the development and administration of Admissions policies/protocols, communications and social media and promotes the College to students and the community.


**Education and Experience Qualifications**

1. Bachelor’s Degree from a regionally accredited institution of higher education.
2. Prefer two or more years’ experience in higher education with an emphasis in admissions, public relations, marketing or a related field.
3. Ability to prioritize work and function under specific instructions within a structured time frame in a variety of job situations.
4. Good communication skills and the ability to interact with others.
5. Able to handle large volumes of work with attention to accuracy and detail; able to work with interruptions.
6. Ability to schedule, meet and maintain routines and deadlines and maintain integrity of records.
7. Ability to anticipate problems and bring forth solutions.
8. Effective oral and written communication skills.
9. Ability to read, write and speak English.

Allen College is an Equal Opportunity Employer.

**For more information, contact:**
Michelle Koehn or Joanna Ramsden-Meier
Registrar
(319) 226-2002
Michelle.Koehn@allencollege.edu

Or
Dean, Enrollment Management, ADA Coordinator, Title IX Coordinator, International and ESL Student Advisor
(319) 226-2004
Joanna.RamsdenMeier@allencollege.edu

**www.AllenCollege.edu**
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**To apply:**