POSITION TITLE: Assistant Director of International Admission

JOB CLASS: Staff

SUPERVISOR: Director of Admissions

CLASSIFICATION: Full Time

LOCATION: DeLand

DEPARTMENT: Admissions

POSITION OVERVIEW: The position will focus primarily on the planning, implementing, and evaluating of recruitment activities for international students, pursuing both degree and non-degree programs. In particular, effort will be expended to increase and diversify the undergraduate and graduate population through admission and recruitment efforts through statistical analysis, market segmentation, alumni support, academic evaluation, and the procurement of financial aid from sources both on and off campus. The Assistant Director works closely with the Director to develop strategies for international recruitment that are consistent with the University’s mission and goals. The Assistant Director will also work with the Director of International Programs to support the overall objectives of the office.

Employee must be a naturally persuasive, creative problem solver who thrives in an upbeat environment with non-standard and varied working hours. A self-motivated, enthusiastic, goal-oriented individual with superior presentation, organizational, and interpersonal skills and will have demonstrated ability to follow direction, problem solve, manage multiple priorities and meet goals. This is a sales-like admissions and prospect management approach to a designated recruitment territory in an environment where recruiters are responsible for reaching enrollment and net revenue goals assigned to them. This staff member must have a comprehensive understanding of international cultures, immigration policies and procedures, and federal government regulations for visa holders.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: Daily responsibilities include communication with a large number of prospective students through heavy phone outreach. Personal e-mails, notes, individual appointments, and group presentations are also expected. This position will involve the planning of prospective student recruitment activities, extensive outreach and travel. Includes evening and weekend work, extensive phone use and telemarketing, domestic and international travel, and directive counseling for individuals and groups. More specifically, the following are essential and other duties may be assigned: Must become knowledgeable about all aspects of Stetson University including academic programs, campus events and activities, orientation, athletics, housing, financial aid, billing, college policy, and important dates.

Bachelor's degree from a four-year college or university required, Master’s Degree preferred. Experience in recruitment, marketing, retail, and other business-like environments is required. Bilingual-Spanish preferred.
ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

1. Through heavy use of outgoing contacts via phone, email, IM, etc., the recruiter cultivates, engages, grades, persuades and closes prospective students. Always qualifies conversation and generates next steps (application, enrollment deposit, FAFSA, housing application, registration, etc.). (20%)
2. Render and communicate admission decisions for international students. Process or oversee the process of SEVIS and other US Department of Homeland Security requirements, to include I-20s, and all other related and required such documentation. (20%).
3. Determine the best next contact for each of the hot prospects in the territory. This involves regular use of the arsenal, which comprises both printed and web information collected for this purpose and members of the campus community - i.e., faculty, alumni, current students, coaches and parents of current students. (10%).
4. Leads group information sessions and also meets one-on-one with parents and prospective students to provide information and assist in the application process; gives campus tours. (10%).
5. After receipt of application materials, determines and informs students of acceptance and award of scholarships. Reviews files for acceptance and presents admission recommendation to admissions committee. Reviews files for scholarship. Makes financial aid packaging/depth sounding calls. (10%).
6. Researches, plans and executes fall and spring travel for recruitment, by evaluating previous years’ productivity; coordinates travel plans with college and guidance counselors; meets with prospective students at educational fairs to inform them about the college, i.e. application process, scholarships, financial aid, majors, campus activities and on-campus housing. (10%).
7. Cultivate relationships with alumni, guidance counselors and other constituents in the territory to assist with the recruitment process. (10%).
8. The Assistant Director will also work with the Director of International Programs to support the overall objectives of Stetson University, as well as serve as a resource for members of the Stetson University community on international admissions requirements and standards. (5%).
9. Other duties as assigned. (5%).
10. Performs other site and position specific functions as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.