JOB DESCRIPTION

POSITION TITLE: Assistant Director of Graduate Admissions for Business Programs

JOB CLASS: Staff

SUPERVISOR: Associate Director of Admissions

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPervisory: No

DEPARTMENT: ADMISSIONS

POSITION OVERVIEW:

The study of business has been an important part of the Stetson University curriculum since 1897, longer than at any other Florida college. Stetson University's M.B.A. and M.Acc programs are designed to provide a range of knowledge and technical skills crucial to business success. The program's focus is developing students into effective business leaders.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

- MBA or graduate degree in related field preferred. Bachelor's degree from four-year college or university required.
- Two years of higher education experience in an admission office or marketing office, or related student-services field. Experience in MBA admissions is desirable.
- Demonstrated excellence in oral and written communication skills producing and presenting information in a concise and compelling manner.
- Ability to work effectively in an entrepreneurial environment committed to high standards of performance and ambitious goals for growth and institutional development.
- Proven ability to work effectively as a member of a team and foster collegial relationships with diverse constituencies, such as faculty, students, alumnae, and staff.
- Strong computer skills and experience with database management.
- Demonstrated competency in data collection and analysis relevant to interpreting market trends, competition, and admissions and enrollment statistics.
- Valid driver's license and proof of current vehicle insurance

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The Assistant Director of Graduate Admissions for Business Programs reports directly to the Associate Director of Admissions and has primary responsibility for attracting, recruiting and enrolling qualified candidates to the MBA, MAcc, joint JD/MBA with Stetson’s College of Law, and joint Pharma/MBA with the University of Florida degree programs. The Assistant Director collaborates with her/his counterparts in School of Business to develop and implement key strategies for attracting and converting prospective students to meet admissions goals. In developing recruitment strategies, the Assistant Director will collaborate with the Executive Director, members of the Office of Graduate Admissions and University Marketing. Significant outreach via phone and email communication, travel is required throughout the year, including evening and weekend work.
POSITION TITLE: Assistant Director of Graduate Admissions for Business Programs

- Manage and implement recruitment and admissions processes for the MBA, MACC, joint JD/MBA with Stetson’s College of Law, and joint Pharma/MBA with the University of Florida degree programs. Responsible for meeting admissions goals set in collaboration with the Executive Director and the Dean of the School of Business.
- Develop and manage the recruitment plan for the MBA, MACC, joint JD/MBA with Stetson’s College of Law, and joint Pharma/MBA with the University of Florida degree programs and represent Stetson University at appropriate graduate admissions events locally and regionally.
- Coordinate and administer on-campus and off-campus recruitment and yield events, collaborating with other university departments as necessary.
- Plan and implement outreach and communications with prospective students and external partners as part of strategic recruitment plan.
- Manage and administer the application review process and financial aid awards process with the Office of Graduate School and designated faculty members. Coordinate communications with prospective and admitted students, the Financial Aid Office and Office of Graduate Admission.
- Manage marketing communications and tactics related to recruitment strategies, including creating a communication plan, managing and updating web presence and social media sites, email blasts, and MBA recruitment sites.
- Conduct on-going strategic analysis of market trends, competitors, and key factors shaping the MBA and MACC markets and their inquiry and applicant pools.
- Maintain effective working relationships with the Office of Graduate Admissions, Registrar’s Office, Office of Financial Planning, Alumnae Office and faculty and staff in other graduate departments, as well as assist in strengthening ties to undergraduate academic departments.
- The Assistant Director continues to support and works with the Graduate Programs faculty to:
  o Ensure the marketing messages meet the program’s ability to deliver.
  o Understand the programs processes and requirements for admission.
  o Update the enrollment strategies and reports for the Office of Graduate Admissions and School of Business
- Other duties as assigned.

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.