

RE-ADVERTISED

Albany State University Director of Recruitment and Admissions

We are looking for an innovative and imaginative professional who has a vision to move Albany State University forward by competitively recruiting and admitting the most academically talented students. We seek a Director of Recruitment and Admissions who possesses the experience to revolutionize our recruiting methods to better market the strengths of this growing state university.

The University System of Georgia has mandated higher standards for all universities, and in the process institutions have phased out the developmental studies program. The competition for academically qualified students has intensified given the challenges high school students in Georgia have displayed with scoring well on the SAT. Despite this fact, Albany State University has continued to grow and prosper, and we are positioning ourselves for the future. Albany State University is a vibrant historically Black University with an enrollment of over 3,500 students. The college is located in Albany, a city with a population of 100,000 located 90 minutes north of Tallahassee, and 3 hours south of Atlanta.

The director will provide leadership for the marketing of the university to make us more competitive not only within the State of Georgia, but throughout the Southeast. We seek persons who are willing to take risks, employ tried and true techniques as well as create new ones. This position offers a great opportunity for a professional to make her/his mark by implementing successful recruiting practices in a state with heightened competition for students with the requisite SAT scores.

Job Specification

Director of Recruitment and Admissions

The Director of Recruitment and Admissions is responsible for the marketing, recruitment and subsequent admission of students to Albany State University. The director leads the staff through the coordination and implementation of recruitment activities, and attends University System meetings and programs related to both recruitment and admissions. The director will also ensure that the University follows all policies and procedures related to admissions, reviewing them as needed, as well as supervise the timely and accurate processing of all applications for admissions.

REQUIRED QUALIFICATIONS:

Masters degree in Educational Administration, Student Personnel or Higher Education is required with a minimum of 5 years experience with progressive responsibility in college recruiting and admissions. We are looking for candidates with successful marketing and recruitment experiences, proven leadership ability, proficiency with technology, including web-based admissions and Banner usage, and strong communication skills. Experience working with institutions that raised admissions standards a plus. Initiative, innovation, and imagination are a must. Evening and weekend work sometimes required.

To apply: Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. Interested candidates should submit an application, resume, official transcripts and three (3) current letters of work related references to: Office of Human Resources Management, Albany State University Albany, Georgia 31705. **Applications are accepted until November 30, 2009 or until the position is filled.**