

## **MEREDITH COLLEGE**

### **ASSOCIATE DIRECTOR OF ADMISSIONS**

Meredith College is seeking a new, energetic Associate Director of Admissions to work alongside a dynamic admissions team in reaching enrollment goals. The Associate Director provides leadership for recruitment activities, drives the training of the recruitment counselors, and sets strategies for territory management, marketing, and event planning.

The Associate Director of Admissions is a team member and leader of a strong, customer service oriented admissions model. The Associate Director is responsible to develop long-term relationships with guidance counselors, principals, alumnae, community stakeholders, and other external groups that influence excellent students. The Associate Director also engages prospective students and families in the contagious excitement of attending Meredith College.

The Associate Director will have a solid grounding in admissions, a passion for assisting students to succeed, and experience in a dynamic recruitment program. The expectation is that the associate director will work innovatively and collaboratively with the enrollment teams and the College as a whole. The associate will have at least three years of college admissions or recruitment experience, a proven track record in exceeding enrollment goals, excellent supervisory capabilities, exceptional presentation skills, and dynamic communications experience. Master's degree preferred, Bachelor's degree required.

Applications will be accepted electronically at <http://meredith.jobs> . Include cover letter, resume, and the names/telephone numbers of at least three references. Screening will begin immediately, and continue until the position is filled.

Meredith College seeks to increase diversity among its faculty and staff. Minority candidates are strongly encouraged to apply.