

## **Senior Associate Director of Admissions – Recruitment**

### **Appalachian State University**

Appalachian State University seeks a qualified and innovative leader to serve in the position of Senior Associate Director for Admissions – Recruitment. This leader will be responsible to plan and lead the recruitment and increased enrollment of a diverse, high ability freshman class and increased enrollment of quality transfer students and will lead the development of a comprehensive territory management plan and marketing and communications strategies in order to meet strategic enrollment goals.

Minimum qualifications: Master’s degree and at least three years of experience in student admissions, student recruitment, or related field in a post-secondary institution, to include at least two years in a leadership capacity supervising professional staff. Additional qualities include strong written and oral communications skills, an ability to build collaborative relationships, strong public relations skills, strong supervisory skills, excellent computer competency, and outstanding organizational skills. Preferred qualifications include data assessment and analysis experience, and budgetary/fiscal management experience.

Review of completed applications will begin immediately and continue until the position is filled. Applicants must electronically submit (as a PDF) a letter of application, a resume, and contact information (name, address, position, e-mail, and telephone number) for five professional references familiar with the applicant’s work to Lloyd Scott, [admsearch@appstate.edu](mailto:admsearch@appstate.edu). Any offer of employment to a successful candidate will be conditioned upon the University’s receipt of a satisfactory criminal background report. Individuals with disabilities desiring accommodations in the application process should contact Lloyd Scott, Search Committee Chair, at [admsearch@appstate.edu](mailto:admsearch@appstate.edu) or (828) 262-2120.

Additional information about this position, the University, and the surrounding area, is available at [www.hrs.appstate.edu](http://www.hrs.appstate.edu) and <http://www.hrs.appstate.edu/employment/epa-jobs/administrative>.