



501 East 88th Street
Erie, PA 16546

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Assistant Director of Graduate Admissions

Location: Erie
Department: Graduate and Professional Admissions
Reports To: Director of Graduate Admissions
Full/Part Time: Full Time
Classification: Exempt
Closes: Open until filled

POSITION SUMMARY

The Assistant Director of Graduate Admissions is instrumental in the recruitment of prospects for graduate school. The Assistant Director will assist students applying for these programs from the application process through enrollment. They will help the director shape the graduate admissions process, marketing of graduate programs, and supervision of other employees helping in the department's recruiting efforts.

DUTIES AND RESPONSIBILITIES

- x Assist the Director in developing plans, implementing initiatives, and assessing tactical performance as it relates to assigned territories/programs
- x Recommend and assist in implementing improvements to schedules, policies, and procedures to advance unit effectiveness

- x Review and suggest edits for content for print and on-line enrollment materials
- x Provide information gleaned during the enrollment process to help with the follow-up process

- x Some recruitment-oriented travel is required
- x Empowered to make decisions and answer queries related to graduate admissions

- when the director is unavailable.
- x Performs related duties as assigned.

EDUCATION AND EXPERIENCE

- x Bachelor's degree, master's degree preferred
 - x Prior college admissions sales
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