Assistant Director of Admissions

Franklin College has a full-time opening in the Office of Admissions for an Assistant Director of Admissions. This position is responsible for recruiting prospective students, presenting information to students and families at high school visits and college fairs, reviewing applications, making admission decisions and overseeing the campus visit experience. This customer service-oriented individual will manage staff responsible for the implementation and execution the daily visit program and special events including Blue and Gold Days, Admitted Student Overnights, Ben Franklin Scholarship Day, Spring Open House programs and other events as needed. A successful candidate will enjoy event planning, be incredibly organized, detail-oriented, able to multi-task and comfortable taking initiative.

**ESSENTIAL FUNCTIONS:**

- Manage a small recruitment territory within Indiana and meet enrollment goals for assigned territory
- Develop and maintain close working relationships with key secondary school constituents and community-based organizations
- Travel on behalf of the college for recruitment and other college related events
- Review applications from assigned recruitment territories
- Oversee the Campus Visit Coordinator, a professional staff member, and the student ambassador program
- Manage the design and ordering of promotional items in collaboration with the Director of Admissions
- Review and assist in the creation of admissions presentations and student ambassador scripts
- Analyze data from events, calculate yield rates and make recommendations on program adjustments to better yield students
- Research best practices and trends to ensure Franklin’s visit experience is competitive and attractive to prospective students and their families
- Proficiency in Microsoft Office, as well as WordPress, Salesforce and TargetX
- Follow and abide by all safety rules and regulations;
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITY:**

The Assistant Director of Admissions will exercise supervision over the Campus Visit Coordinator and student ambassador program.

**EDUCATION AND EXPERIENCE:**
Bachelor’s degree required, master’s degree preferred
3+ years’ progressive admissions experience required
Previous supervisory experience required

**Excellent benefits** package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Interested candidates should submit a complete application including cover letter, resume and three professional references. – Click [here to apply](http://www.FranklinCollege.edu) or visit employment opportunities at [www.FranklinCollege.edu](http://www.FranklinCollege.edu).

Contact Human Resources with additional questions.

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Franklin, IN  46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

*Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.*