



## **Assistant Director of Admissions for International Student Recruitment**

Franklin College has a full-time opening in the Office of Enrollment for an Assistant Director of Admissions for International Student Recruitment. This position promotes Franklin College to prospective students and lead the college's efforts in international student recruitment. This is a full-time, 12-month, exempt position reporting to the Associate Director of Admissions. This position is responsible for meeting the annual enrollment goals of a recruitment region, oversight of enrollment strategies and supervision of student interns.

### **RESPONSIBILITIES**

- Oversee the development of enrollment strategies and practices to identify, attract, recruit and enroll international students.
- Provide research based information to target international student markets for recruitment travel to attend college fairs and high school visits.
- Explore and create opportunities for developing institutional partnerships through MOU's for articulation agreements for 1+3, 2+2 and other combinations of academic programs as well as building student and faculty exchange program.
- Serve as the College's PDSO for establishing and maintaining accurate and complete student records for all international student applicants. To ensure that the college follow and adhere to all federally regulated practices for admission of international students to the college.
- To provide all necessary documentation required by the Federal government and U.S. Immigration and Customs Enforcement (ICE).
- Engage, train, and assist other department staff in activities pertaining to strategic recruitment strategies.
- Set and model level of professionalism for admissions counselors and student workers.
- Develop and implement a plan for conducting high school visits and other recruitment activities to achieve enrollment targets for the assigned recruitment territory.
- Coordinate and participate in a variety of specialized functions, such as but not limited to: recruitment events, Saturday office hours, specialized territory events, etc.
- Oversee student interns as needed.
- Meet with prospective students and their parents, alumni, secondary school, vocational-technical school, community college, and clergy to promote the college and conduct follow up activities.
- Serve as liaison with designated academic units in an effort to keep abreast of changes in programs, enhance recruitment initiatives, etc.
- Record, track and monitor enrollment information for assigned territory.
- Maintain records of accomplished tasks; gather information and prepare reports as required.

- Serve on various college committees and/or professional association committees.
- Will exercise supervision over student interns.
- Perform duties of a lower classification as required.
- Follow and abide by all safety rules and regulations.

## **QUALIFICATIONS**

- A bachelor's degree in related field; master's degree in international business, studies, or relations or in a related field preferred
- 3-5 years' professional experience in college admissions
- Successful track record of recruiting students in a not-for profit college or university
- Ability to effectively communicate in person and in writing, and give engaging presentations to small and large groups
- Should possess high energy, attention to detail, and the ability to organize effectively
- Manage multiple tasks and adapt to changing assignments and priorities as assigned
- Excellent verbal and written communication skills.
- Strong interpersonal skills with both faculty/staff and student populations
- Superior organizational and problem resolution skills
- Should be driven to accomplish goals
- Able to mentor and encourage a team to become strong admission professionals
- Valid driver's license and ability to work some nights and weekends

## **APPLICATION PROCESS**

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.

Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume, and contact information for three professional references via the application link [Franklin College Staff Application](#).

Contact Human Resources with additional questions.

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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.