DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE: Assistant Director of Admissions for International Recruitment
PERSONNEL CLASSIFICATION: Administrative Staff, Full-time
DEPARTMENT: Admission
POSITION SUPERVISOR: Vice President for Enrollment Management
DEPARTMENT HEAD: Vice President for Enrollment Management

Function of Position: This position serves as a member of the Admission Team in the Enrollment division. This position performs a variety of admission duties, but is primarily responsible for recruitment and enrollment of international students to achieve overall enrollment goals, representing Monmouth College at on and off campus events, counseling students through the application and admission process, evaluating applications and international transcripts, and other projects as assigned. The Assistant Director reports to the Vice President for Enrollment Management, with dotted line reporting to the Director of International Initiatives and Global Engagement.

Primary Duties and Responsibilities: May include, but are not necessarily limited to the following:

- Serves as a member of the Admission Team representing Monmouth College to prospective students, parents, counselors, alumni and the general public with primary emphasis on international student admissions counseling and transcript evaluation, serving as the Admissions Office DSO, with primary responsibility for SEVIS registration, international transcript analysis and GPA calculations, and management of the F1 student visa procedures, as well as ongoing collaboration with the international student outreach team, including assistance with publications, design and coordination of admission office web content, market research, coordination of communication flow with prospective students, and social media efforts in recruitment in conjunction with the Director of International Initiatives and Global Engagement, the intercultural life office in the Student Life division, and the communications office.

- Maximizes available resources, schedule and arrange international travel; work with various overseas educational centers via email and new media, cultivate relationships with international school counselors.

- Counsels international students throughout the application and admission process, following up on inquiries and encouraging completion of applications from qualified students.

- Evaluates applications from international applicants.

- Works with VP of Enrollment, Director of Financial Aid and Director of International Initiatives, as necessary, to determine scholarship awards to international candidates.

- Initiates, plans, and executes special projects in conjunction with the goals of the office.

- Works with students, parents and alumni organizations that assist with the recruitment of international students.

Admissions Office General Responsibilities:

(Revised Assistant Director of Admission for International Recruitment 04/11/2014)
• Provides admission presentations to visitors during campus daily tours and at on campus and off-campus events.

• Advises students and families of admission requirements, process guidelines, financial aid and scholarship information, and residence life, etc.

• Completes routine reports related to recruitment, projections, personal schedule, travel, special programs, and professional development.

• Evaluates program effectiveness, assesses outcomes, and develops improved programming to achieve goals, complete cost analyses, for programs/events.

• Adhere to College policies and procedures regarding travel and other requirements.

• Performs other miscellaneous job-related duties as assigned.

• Assist department with on-going admissions programs, including interviewing US students, assisting with visit programs, and other admissions-related activities.

Knowledge, skills and abilities required: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

• Experience with SEVIS and as primary DSO working with international undergraduate students (including international transfer students) on SEVIS registration and F1 visa status procedures.

• International transcript analysis – familiarity with forms, procedures and resources and GPA calculations.

• Familiarity with major international educational systems (IB, Cambridge, American HS, AP) and a strong set of national secondary education systems (preferably Chinese, Indian, and/or Brazilian, plus others).

• Familiarity with CRM communications systems.

• Knowledge of (or willingness to learn) Ellucian (Datatel) Colleague and Recruiter.

• Minimum of two years of experience in international student recruiting (with five or more preferred).

• Demonstrated ability to think critically and initiate and implement projects independently; demonstrated ability to work with a wide range of people and commitment to diversity.

• Excellent communications skills; knowledge of Microsoft environments, including Word, Access and Excel; ability to represent the Admission Office and the College in a professional manner in person and in writing.

• Master’s degree preferred; Bachelor’s degree required.

• Knowledge of (and willingness to continue learning about) social media outreach strategies and platforms

• Knowledge of admissions processes and requirements, and commitment to NACAC’s Statement of Principles of Good Practice.

• Knowledge of financial aid packaging for international students; eager to work with the international education team to determine scholarships.

• Team orientation, demonstrated ability to connect with colleagues across divisions of a college (academics, student life, alumni relations, college communications).

• Passion for higher education and international outreach; demonstrated eagerness to learn from others;

(Revised Assistant Director of Admission for International Recruitment 04/11/2014)
curiosity about the world.

- Willingness to embrace life in a small town (within a four hour train ride of Chicago)
- Ability and desire to travel internationally (15% to 25%), with flexible hours, including evenings and weekends, and eagerness to develop outreach strategies in various regions of the world (in conjunction with other members of the international education team at Monmouth College).
- Passport holder (also willing to attain, a valid driver’s license with satisfactory driving record).
- Second language proficiency is an advantage, particularly Spanish and Chinese.
- Experience in private liberal arts college setting as student or staff preferred.
- Experience living or working abroad.

**Work Relationships:** Works directly with other members of the Admission Office Staff as well as coordinating efforts with the Director of International Initiatives and the Director of Intercultural Life. Daily contact with prospective students and their parents, current students, staff, faculty, alumni, and persons outside the campus community.

**Education & Certifications:** Bachelor’s degree required. Master’s degree preferred.

**General Expectations of the Position:** Work effectively and collaboratively with the supervisor, colleagues, and other college staff. Maintain confidentiality. Conduct is expected to be professional and courteous. Work is to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College. Regular attendance at work is an essential function of the job. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**Additions, Amendments and Deletions:** The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, or the President.