



## **Assistant Director of Admissions**

### **West Coast Representative**

#### **Reports to**

Dean of Admissions & Enrollment Management & Associate Director of US Admissions

#### **Overall Responsibilities**

In coordination with the Associate Director of Admissions and fellow US based Regionals, the Assistant Director will develop and implement a strategic recruitment plan for the Admissions cycle. The responsibilities of the Assistant Director of Admissions include traditional undergraduate recruitment, high school summer program & promotion and recruitment, and assisting study abroad, foundation, and gap year program students through the application and enrollment process. Team members may also be asked to support questions related to our graduate and our upper level study abroad programs. The Assistant Director is responsible for servicing all inquiries, finalizing applications and recommending admissions decisions for their region. The counselor will also organize off-campus events to promote the institution.

#### **Key Areas of Responsibility**

- ❖ Represent the University to prospective students and their families in various regions within the western US, western Canada, and Latin America
- ❖ Prepare and implement a fall and spring virtual and in-person recruitment schedule to include individual high school visits, and University fairs/nights
- ❖ Organize and conduct individual interviews with students as well as organize regional group virtual and in-person information sessions for students, parents and high school counselors
- ❖ Join and participate in regional admission associations to strengthen the university name and further foster relationships
- ❖ Utilize our alumni, in cooperation with our Alumni Relations office and the Admissions office to support the university's recruitment efforts
- ❖ Provide report evaluations after Fall & Spring travel seasons of school visits, conferences, University fairs etc.; Submit expense reports for all travel
- ❖ Counsel, interview and provide information to prospective students including the application process
- ❖ Develop and maintain relationships with school counselors and education advisors
- ❖ Completing application review including writing assessments, interview reports and second reads in a timely manner
- ❖ Involve event management; planning, organizing and assisting with info sessions, admitted student receptions and counselor campus visit programs
- ❖ Prepare written reports relevant to admissions, recruitment, and related activities
- ❖ Official liaison with US partner institutions (i.e. USC, SMU, CCIS Consortia, etc.)
- ❖ Extensive travel, evening and weekend work required



- ❖ Perform other duties as assigned, consistent with this position, the department's goals and the University's mission.

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**Knowledge, Skills & Qualifications:**

- ❖ Bachelor's degree required
- ❖ At least two years of professional experience in the field of higher education admissions and student recruitment or related field
- ❖ Excellent mastery of the English language. Working knowledge of Italian and/or Spanish preferred.
- ❖ Candidates must possess strong written, oral, and interpersonal communication skills
- ❖ Must work simultaneously with multiple projects, deadlines, and departments
- ❖ Demonstrated ability to work with and recruit students of diverse backgrounds
- ❖ Flexibility and initiative, as well as the ability to work independently with little supervision, combined with the skills for thriving in a team environment to achieve institutional goals
- ❖ Ability to work evenings and weekends as needed
- ❖ Strong work ethic, results-oriented, and proactive with excellent teamwork and friendly disposition
- ❖ Able to work in a high energy, fast-paced environment

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**About Franklin:**

Franklin University Switzerland is a private, independent University recognized and accredited in Switzerland and the United States. It offers a unique and innovative approach to Liberal Arts education, characterized by an emphasis on international exposure and experiential learning in a diverse environment and a unique semiannual program of credit-bearing, faculty-led international travel.

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**How to apply:**

Applications should include a letter of interest and a CV

Please apply electronically to [info@admin.fus.edu](mailto:info@admin.fus.edu)

Applications will be reviewed upon submission.

Anticipated start date: September 1, 2021

Franklin University Switzerland is an Equal Opportunity Employer