# UNIVERSITY OF MAINE

**JOB DESCRIPTION**

**TITLE:** Regional Assistant Director of Admissions **DATE**: November 2022

**DEPT**: Recruitment

**REPORTS TO**: Sr. Associate Director of Enrollment Management

**LOCATION:** Remote (Candidate must live in or be willing to relocate to a market of need; CA, TX, NC/FL, IL/MI/MN)

**PURPOSE**: Major responsibilities of this position include the recruitment of first-year and transfer students, working closely with students, families, guidance counselors and transfer counselors to enable the University to meet its undergraduate admission goals from a targeted geographic recruitment territory. Recruiting includes communicating with prospective students and their families about the academic programs at the University of Maine, following up through written, phone and electronic contact to promote UMaine and execute targeted recruitment and yield programs that work towards yielding students from a designated territory to enroll in and attend the University of Maine and/or its regional campus the University of Maine at Machias.

**ESSENTIAL DUTIES/RESPONSIBILITIES**:

* Represent the University at high school visits, college nights, college fairs, transfer days, off-campus interviews. This work will be done in assigned geographic region outside of the state of Maine.
* Work involves extensive personal contact and communications with prospective students, their families, guidance and transfer counselors in-person and via correspondence, e-mail, telephone, interviews, high school visits, community college visits and college fairs.
* Work requires having a territory management mindset where pro-active outreach to drive students through the admissions process is a must.
* Plan and execute off-campus recruitment events i.e. receptions, information sessions, on-the-spot decision events in assigned territory.
* Assist with the development of electronic recruitment initiatives including website presence, e-mail, campaigns, web-based responses to mailings, facilitated chat rooms, bulletin boards and on-line communities.
* Robust application review expectations. This position is a primarily reviewer of applications and is expected to determine an applicant’s admissibility and eligibility for merit scholarships.
* Support the University’s overall recruitment goals with respect to the size and make-up of the first-year and transfer classes, paying specific attention to out-of-state, multi-cultural and academically excellent populations.
* Prepare written reports relevant to admissions, recruitment, and related activities.
* Make decisions concerning travel expenses, event budgets
* Manage a university purchasing card
* Perform other reasonably related duties as assigned.

**KNOWLEDGE/SKILLS:**

Required

* Typically has the education associated with a Bachelor’s degree
* Must be self-motived and committed to the goals and values of the University of Maine to both elevate and expand its market strength and awareness.
* Possess strong written, oral, and interpersonal communications skills.
* Knowledgeable with electronic communication methods.
* Ability work simultaneously with multiple projects, deadlines, and departments.
* Demonstrated ability to work with and recruit students of diverse backgrounds.
* Ability to travel, normally requiring a valid driver's license. Travel throughout selected market areas around the country.
* Ideal candidates have work or educational experience where creativity and generating new ideas was expected.
* Successful candidate will be approachable, open, honest, and a relationship builder.
* Ability to lift boxes up to 35 pounds.

Preferred

* Education associated with a master's degree from an accredited university or equivalent work experience.
* At least 5 years of admission or admission related experience.
* Basic computer proficiency, knowledge of Microsoft Office and PeopleSoft.

**POSITION TYPE**: Full-time, fiscal year, ongoing

**WORK SCHEDULE**:

 Normal University of Maine work schedule is Monday through Friday, 8:00 am to

4:30 pm. Due to the nature of this position, the employee will periodically work evenings, early mornings, weekends or holidays. In consultation with the supervisor the employee will establish regular office hours and adjust the work schedule as appropriate.

**WORK DYNAMICS**:

Extensive travel is required. Must possess the ability to follow a fast-paced work schedule and exhibit individual initiative. Collaborative work environment regarding admission decisions requiring strong communications skills. Must be able to work well with diverse groups including academic deans, faculty, administrators, students, parents, guidance counselors, transfer counselors and members of the community.

**SUPERVISORY RESPONSIBILITIES**: None

Appropriate Background Checks Required.

All UMS employees are required to comply with applicable policies and procedures

as well as to complete applicable workplace related screenings, and required

employee trainings, such as Information Security, Safety Training, Workplace

Violence and Sexual Harassment.

The University of Maine is an EEO/AA employer. All qualified applicants will

receive consideration for employment without regard to race, color, religion, sex,

national origin, sexual orientation, age, disability, protected veteran status, or any

other characteristic protected by law.