

## Associate Director of International Student Recruitment

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Company: New Jersey Institute of Technology

Location: United States

Category: other-general

### Position Summary:

Reporting to the Director of Student Recruitment, the Associate Director works as part of a team to enable the Office of University Admissions to meet its enrollment goals. The incumbent is responsible for the development and execution of strategic outreach to international students, including implementation of recruitment and marketing initiatives, communication campaigns to prospective international students, interacting with agents and other external vendors, and ensuring the timely processing of applications from international students. The Associate Director is primarily responsible for serving international students (undergraduate and graduate); however, all members of the admissions team are expected to be generalists and have the ability to recruit and serve both domestic and international students. This position requires regular, weekend, and evening hours.

### Essential Functions:

- Strategize with the Executive Director of University Admissions and the Director of Student Recruitment to devise and implement an annual international student recruitment plan and yield activities.
- Manage a comprehensive schedule for in-person and/or virtual international student recruitment activities.
- Build and maintain relationships with third-party international student recruitment agents.
- Serve as a liaison to various on-campus departments, and provide support to academic deans, faculty and staff members regarding their international recruitment and admissions efforts.

- Serve as the primary liaison to the Office of Global Initiatives to ensure all processes and procedures are adhered to.
- Represent the university at international recruitment events (in-person or virtual). Prepare and deliver presentations about the university and provide prospective students with information about academic programs, admission procedures, and policy.
- Manage and maintain content on international social media (Facebook, WeChat, etc.) and NJIT international admission webpages.
- Counsel prospective international students and their families on admission policies and procedures and other enrollment-related information.
- Provide appropriate follow-up to all students in attendance at recruitment events.
- Review applications and make admission decisions in compliance with the university's admission policies.
- Maintain tracking information on students in all stages, from inquiry through enrollment.
- Prepare regular year-to-date and final progress reports for the Director of Student Recruitment to monitor status of applicants, activities and projects.

**Additional Functions:**

- Assist the University Admissions leadership team with improving international student operational procedures and admission related policies, international student recruitment publication materials, as well as collaborations with external groups regarding international student recruitment.
- Contribute to the success of the Office of University Admissions by advising and assisting the Director of Student Recruitment in all aspects relating to the recruitment and admission of students and by performing all other essential duties as assigned.

**Prerequisite Qualifications:**

- Bachelor's degree in a related field.
- Minimum of five years of recruitment/admissions experience in higher education.
- Minimum of four years of international recruitment experience in higher education.
- Possess strong marketing, recruitment, project management and relationship building experience;
- Strong analytical skills for reading applications, answering questions, and strategizing recruitment territory and travel schedule.

- Excellent written, verbal and public speaking skills to support relationshipbuilding with prospective students and other constituents.
- Validdriver's license, passport and personal vehicle are required to perform jobfunctions;
- Availability to work regular weekend and evenings to participate in recruitmentevents.
- Extensive year-round travel is required.
- Proficiency with Microsoft Office Suites (Word, Excel, and PowerPoint) andexperience with websites and social media sites.
- Atthe university's discretion, the education and experience prerequisites may beexempted where the candidate can demonstrate to the satisfaction of theuniversity, an equivalent combination of education and experience specificallypreparing the candidate for success in the position.

**Preferred Qualifications:**

- Master'sdegree.
- Knowledge of immigration regulations and demonstrated working knowledge of thepolicies and guideline for SEVIS pertaining to international students on F-1and J-1 visas.
- Experience working in a STEM-based, public university or school with largenumber of international students.
- Familiarity with Slate, Banner, ISSM, and SEVIS.
- Strong interpersonal skillsand the ability to work effectively with a wide range of constituencies in adiverse community.
- Abilityto analyze and interpret the needs of the students and offer appropriatesolutions.
- Abilityto work independently, exercise discretion, and assume responsibility.
- Abilityto present the University to individual students as well as large diverseaudiences in a positive manner.
- Fluency in aforeign language.

**Bargaining Unit:**

PSA

**Range/Band:**

24

**FLSA:**

Exempt

Full-Time

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