Old Dominion University
Director of Undergraduate Admissions

Old Dominion University (ODU), located in the City of Norfolk in the metropolitan Hampton Roads region of coastal Virginia, is a state-assisted, Carnegie doctoral/research-extensive institution that serves its students and enriches the Commonwealth of Virginia, the nation, and the world through rigorous academic programs, strategic partnerships, and active civic engagement. Its 24,000 students, including over 6,000 graduate students, form a diverse and multicultural community in six academic colleges. Through a collaborative and innovative approach to education and research, the University focuses on student learning and addresses critical needs in the professions. ODU’s programs are offered on the main campus, at higher education centers in the region, and at numerous distance learning sites.

Reporting to the Executive Director of Admissions, the Director of Undergraduate Admissions develops, implements, and executes recruitment and admission strategies that fulfill the University’s enrollment objectives, including: directing all domestic undergraduate recruitment and admission functions; researching and planning departmental initiatives; monitoring and evaluating the effectiveness of admission policies, practices, and procedures; leading the development of recruitment materials and establishing communication strategies utilizing current technologies. The Director of Undergraduate Admissions will manage the admission process, including the review of applicant information and dissemination of decisions; oversee the daily operations of the office, develop and maintains strategic budget and resource management practices; and is expected to build and foster internal and external community relationships. The Director is responsible for hiring, training, and managing a staff of 33.

The successful candidate must possess a master’s degree and demonstrate progressively responsible and successful experience in the administration of admissions and recruitment programs in higher education. Evidence of demonstrated planning, organizational, customer service, leadership, and supervisory skills is required. Excellent oral and written communication skills, including effective public speaking and presentation skills, and the ability to take initiative, exercise sound judgment, and handle multiple priorities in a fast-paced environment as well as demonstrated evidence of strong analytical and problem solving skills and the ability to think strategically, develop collaborative relationships, and work effectively with diverse groups are required. Knowledge of integrated student information systems and innovative technologies for recruitment and admissions is also required.

Review of applications will begin October 21, 2013 and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the SJG website at www.spelmanandjohnson.com under the link Open Positions. Nominations or questions about this position may be emailed to Kendra E. Dane at ked@sjgsearch.com. If you are unable to submit materials electronically, please call SJG at 413-529-2895.

SJG – The Spelman & Johnson Group
Old Dominion – Director of Undergraduate Admissions
Kendra E. Dane, Search Associate

Please visit the Old Dominion website at www.odu.edu

Old Dominion University is an equal opportunity, affirmative action institution and requires compliance with the Immigration Reform and Control Act of 1986.