

Admissions Counselor – Old Dominion University

Old Dominion University, 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 through rigorous academic programs, strategic partnerships, and active civic engagement. Its 25,000 students, including more than 6,000 graduate students, form a diverse and multicultural community in six academic colleges.

Old Dominion University is seeking a highly professional and experienced individual for the position of Admissions Counselor who will be responsible for supporting the implementation of the undergraduate admissions strategic plan to identify, recruit, admit and enroll future students to the institution. The position reports to the Director of Undergraduate Admissions and will support daily recruitment activities of the undergraduate admissions office including connections with prospective students, application processing, territory management, travel planning, marketing and communications. The position is responsible for collaborating with departments across campus to support recruitment and enrollment initiatives and address needs of special student populations as needed.

The candidate must have a bachelor's degree and a valid driver's license. The successful candidate must demonstrate strong organizational skills, excellent written and oral communication skills, time management mastery, the ability to meet deadlines, and the ability to relate to a variety of individuals. A master's degree and successful experience in marketing or customer service in higher education or admissions is preferred.

A letter of application, resume and the names, addresses, telephone numbers and e-mail addresses of three professional references should be sent to the attention of: Katie Crawford, Assistant to the Associate Vice President for Enrollment Management, Division of Student Engagement & Enrollment Services, Old Dominion University, 129 Koch Hall, Norfolk, VA 23529, emsearch@odu.edu. Review of applications will begin May 23, 2014 and will continue until the position is filled.

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