



Assistant Director of Admissions

Radford University seeks an energetic individual for the position of Assistant Director of the Admissions Office recruitment team. This is an administrative professional position with a primary responsibility of representing the University to visiting prospective students and their families. Other duties include, but are not limited to, interviewing prospective students, meeting with families, answering questions about Radford University and its offerings, presenting "information sessions" to groups of visitors, arranging special visits for individuals or groups, conducting personal follow-up (i.e., phone calls, personalized notes, emails), interacting with high school guidance counselors and overseeing programs that relate to the overall campus visit experience. An advanced degree or demonstrated relevant experience in Admissions, Marketing or related field or equivalent education, training or experience is required. Candidates possessing a strong work ethic, a genuine desire to work with prospective students and their families, a desire to represent Radford University with a positive attitude and possess excellent interpersonal, computer and communication skills are preferred.

Apply online for this position at <https://jobs.radford.edu> and select the Administrative/Professional Faculty Positions button to connect to the posting. Review of applications will begin April 1, 2014.

Radford University is an EO/AA employer committed to diversity. Radford University does not discriminate in the administration of its educational programs, activities, admission or employment practices.