

# chatham UNIVERSITY

**Job Title:** Assistant Director of International Admission

**Position Reports to:** Vice President for Enrollment Management

**Position Summary:** The Assistant Director of International Admission will represent the University and recruit prospective degree-seeking and non-degree seeking international students with diverse backgrounds from around the world.

**Duties and Responsibilities:**

- Lead the selection and enrollment processes for undergraduate and graduate non-U.S. citizens and U.S. citizens living abroad.
- Ensure high quality evaluation of foreign academic credentials. Review international admission applications, render admission decisions, monitor workflow and participate in the evaluation of international academic credentials, to determine admission and scholarship eligibility.
- Lead the recruitment of international students and maintain quality of service to inquiries and applicants including accurate and timely follow up and engagement.
- Oversee the cultivation of international school counselors and community-based organizations through regular communication and virtual events.
- Participate in international and domestic recruitment activities, including travel to regional, national and international schools, language centers, colleges and institutional partners as needed.
- In collaboration with other stakeholders on campus, develop and implement an international marketing plan which includes student search.
- Develop a virtual outreach plan to increase engagement with the campus, including virtual interview and information sessions for qualified students.
- Maintain working knowledge of policies and procedures regarding visa issuance, student exchange regulations, custom and immigration enforcement regulations and adherence to both governmental and university standards and practices.
- Facilitate and manage university partner agreements and articulations in conjunction with university stakeholders.
- Supervise and manage student employees assigned to international admissions, to enhance their academic and professional development related to international student outreach.

**Qualifications:**

- Bachelor's degree required.
- A valid driver's license and passport are required.
- Previous experience in admissions, school counseling, or international education is preferred.
- Outstanding oral and written communication skills and a strong, self-motivated work ethic, a competitive spirit and a proven ability to lead.

- Excellent organizational and communication skills including experience independently overseeing complex projects and programs.
- Experience with SlateCRM or other Customer Relationship management software system preferred.
- Appreciation for the value of a liberal arts education and of diverse cultures, backgrounds, and experiences.
- Must possess creative initiative, flexibility and high motivation. Proven ability to work independently and as a member of a team, exercise discretion, and work collaboratively as a member of a diverse community.
- Other duties as assigned.

**Application Requirements:**

Review of applications will begin immediately and will continue until the position is filled. Applicants should submit a cover letter summarizing interest and relevant background for the position, a current resume and a list of three professional references noting relationship to the candidate, email and phone number.

4/1/2022