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Associate Director of Executive Recruiting and Admissions

05 Jul 2017

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Work type: Officer of Administration

Location: Portland, OR

Categories: Administrative/Professional, Business

Administration/Management, Executive/Management/Director, Human Resources

Department: Lundquist College of Business

Appointment Type and Duration: Regular, Ongoing

Salary: \$70,000 - \$85,000 per year

FTE: 1

Application Review Begins

August 1, 2017; position open until filled

Special Instructions to Applicants

Complete online application must include a cover letter, resume, and 3 professional references.

Department Summary

Since 1914 the Charles H. Lundquist College of Business has taught its students the critical skills they need to think for themselves, to be leaders in a dynamic world, and to make better decisions on behalf of the people and resources they manage. We are a top business school with a unique mission and vision that draws strength from our links to the Pacific Rim and the distinctive qualities of Oregon culture: innovation, sustainability, active lifestyles, financial stewardship, and respect for individuality and diversity within an increasingly global community.

The Oregon Executive MBA, part of Lundquist College of Business, Portland Programs, offers management-level education to high potential leaders from organizations of all sizes.

Position Summary

Reporting to the Executive Director of OEMBA, the Associate Director of Executive Recruiting and Admissions supervises various functions, which support the achievement of enrollment objectives for OEMBA. This position plays a key role in identifying, designing and implementing recruitment strategies while overseeing the day to day operations supporting the recruitment, admission and retention of graduate students. Responsibilities include identifying, executing, and managing innovative, effective recruitment events; finding and cultivating qualified prospective students; and attracting top students to both apply and enroll in the OEMBA program. The Associate Director will also have opportunities to recruit and admit students to Executive Education programs in development.

The Associate Director will be an experienced leader, with a motivating presence and an outgoing and open communication style, must demonstrate an ability to work independently as well as collaboratively with prospective students, team members, faculty, current students, alumni, administrators, and staff; and serve as a liaison between prospective students and the Lundquist College of Business, University of Oregon. This position will supervise the Admissions Coordinator.

Minimum Requirements

- Master's degree in related field from an accredited university or college; MBA from AACSB accredited program preferred.
- 5 years of experience in admissions or other student affairs setting.
- 7 years of experience in successful recruiting or consultative sales.
- Demonstrated leadership and management experience, a strong understanding of admissions processes, and highly developed analytical skills
- Successful consultative selling background.
- Ability to travel independently, locally, regionally.

Professional Competencies

- Expertise in problem solving, and demonstrated persistence in accomplishing goals.
- Proven track record of developing successful recruiting programs.
- Professionalism, adaptability, and initiative.
- Strong writing and presentation skills that demonstrate experience developing narratives that persuasively share information.
- Demonstrated ability to work collaboratively and effectively, utilizing a range of communication channels with diverse groups of students, faculty, administrators, alumni, staff, and other partners and business people at all levels of an organization.
- Demonstrated proficiency in Word, Excel, PowerPoint, and Outlook (or similar software) and experience collecting, analyzing, and accurately reporting data.
- Commitment to working effectively within an increasingly diverse work environment.

Preferred Qualifications

- 5 years of job-related experience in recruiting in a university environment.
- Proficiency in managing CRM or student information databases.
- Experience recruiting for executive graduate programs.

FLSA Exempt: Yes

All offers of employment are contingent upon successful completion of a background inquiry.

The University of Oregon is proud to offer a robust benefits package to eligible employees, including health insurance, retirement plans and paid time off. For more information about benefits, visit <http://hr.uoregon.edu/careers/about-benefits>.

The University of Oregon is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the ADA.

The University encourages all qualified individuals to apply, and does not discriminate on the basis of any protected status, including veteran and disability status.

UO prohibits discrimination on the basis of race, color, sex, national or ethnic origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, and gender expression in all programs, activities and employment practices as required by Title IX, other applicable laws, and policies. Retaliation is prohibited by UO policy. Questions may be referred to the Title IX Coordinator, Office of Affirmative Action and Equal Opportunity, or to the Office for Civil Rights. Contact information, related policies, and complaint procedures are listed on the [statement of non-discrimination](#).

In compliance with federal law, the University of Oregon prepares an annual report on campus security and fire safety programs and services. The Annual Campus Security and Fire Safety Report is available online at <http://police.uoregon.edu/annual-report>.