



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Assistant Director of Graduate Admissions

Location: Erie

Department: Graduate and Professional Admissions

Reports To: Director of Graduate Admissions

Full/Part Time: Full-Time

Classification: Exempt

Closes: Open until filled

POSITION SUMMARY

The Assistant Director of Graduate Admissions is instrumental in the recruitment of prospects for graduate school. The Assistant Director will assist students applying for these programs from the application process through enrollment. They will help the director shape the graduate admissions process, marketing of graduate programs, and supervision of other employees helping in the department's recruiting efforts.

DUTIES AND RESPONSIBILITIES

- Assists the Director in developing plans, implementing initiatives, and assessing tactical performance as it relates to assigned territories/programs.
- Recommends and assists in implementing improvements to schedules, policies, and procedures to advance unit effectiveness.
- Develops and serves as a resource expert on enrollment practices to resolve complex applicant issues.
- Plans, executes, and assists with recruitment workshops, orientation sessions, and events to acquaint students with enrollment processes.
- Reviews and suggests edits for content for print and on-line enrollment materials.
- Provides information gleaned during the enrollment process to help with the registration of new students as it relates to assigned territories/programs.
- Assists in the processing of applications and their supplemental items when necessary.
- Some recruitment-oriented travel is required.
- Empowered to make decisions and answer queries related to graduate admissions

- when the director is unavailable.
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree, master's degree preferred.
- Prior college admissions or sales experience preferred, but not required.

SKILLS AND ABILITIES

Able to work in a fast-paced, team environment. Confidentiality is a must, strong communication, written and verbal skills, and excellent clerical/general office skills. High ethical standards and professional behavior are expected. You also must have excellent interpersonal and communication skills (verbal and written); be able to work independently; be proficient with database, word processing, and spreadsheet software, and able to work nights/weekends when necessary.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.

