

The West Virginia University Office of Undergraduate Student Recruitment is seeking to fill two new leadership positions, both at the Assistant Director level. These Assistant Director of Undergraduate Student Recruitment positions offer an excellent opportunity for those with previous admissions or related experience to assume a unit-level leadership role at West Virginia's flagship university.

Reporting to the Director of Undergraduate Student Recruitment, the Assistant Directors will be involved in the development and implementation of various recruitment strategies and activities, including campus visit programming, publications and communications, telecounseling, social networking, and territory management, among others. Each Assistant Director will supervise Admissions Counselors, Program Coordinators, and oversee the work of student employees. Additionally, each Assistant Director will be assigned a recruitment territory that will require limited travel with occasional overnight travel.

Applicants should have a Master's degree and at least three years of related experience, although a Bachelor's degree with five years of related experience can substitute for a Master's degree. A valid driver's license is also required.

Additionally, the successful candidates will have experience with student information and customer relationship management systems (Banner and EMASPro preferred), a demonstrated commitment to customer service, superior communication skills (both written and verbal), significant event planning experience, and an understanding and ability to communicate the benefits of the undergraduate curricular and co-curricular experience at WVU or another major, public institution of higher education located in a college town environment.

To apply, please email a cover letter, resume, and names and contact information for three professional references to Sue Davis at [Sue.Davis@mail.wvu.edu](mailto:Sue.Davis@mail.wvu.edu).