

Bellarmino University, Louisville, KY

Bellarmino University has an opening in the Office of Graduate Admission as an Admission Officer. Anyone that is interested should submit a resume, cover letter and three professional references to Sara Yount by Friday, March 5, 2010. Application materials can be sent to the address below or e-mailed to syount@bellarmine.edu.

Sara E. Yount, Ph.D.
Dean of Graduate Admission
Bellarmino University, Miles Hall
2001 Newburg Road
Louisville, KY 40205
(502) 452-8401
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Bellarmino University

JOB TITLE: Graduate Admission Officer

GRADE: 6 FLSA: Exempt

DEPARTMENT: Office of Graduate Admission, Enrollment Management

SUPERVISOR: Dean of Graduate Admission

I. Position Status

This is a regular, full-time position, customarily working 40 hours per week. Standard work hours are from 8 AM – 5 PM, Monday through Friday. However, this position often requires working evenings and weekends. The number of months worked per year is 12. The job location is in Miles Hall.

II. Primary Function

The Graduate Admission Officer represents Bellarmine University by performing significant recruiting and admissions functions necessary for the university to successfully accomplish its educational business and serve the admission needs of the university. The recruiter will be assigned a specific recruitment focus and is responsible for all recruitment activities and management of this territory.

III. Essential Responsibilities

- The primary function of this position is to recruit qualified graduate and post bac students for admission and matriculation to Bellarmine University and to make recommendations concerning the admission of students.
- Requires the ability to handle extensive recruitment activities including travel in accordance with the recruitment plan.

- Responsible for recruitment of all graduate and second degree programs. **The area of focus will be the Accelerated BSN, RT and CLS as well as the MBA, Accounting Certificate & Non-Degree Students.**
- Creates and implements an individual marketing and recruitment plan for assigned specialized area that assists the university in successfully achieving its educational mission and enrollment goals.
- Exercises professional judgment and initiative to make recommendations for continual process improvement within the Office of Graduate Admission.
- Develops, evaluates, and promotes quality customer service initiatives to the campus community.
- Makes independent judgments in locating and applying the most appropriate guidelines related to both admission and scholarships.
- Identifies and targets quality students to support the mission of the University through the professional evaluation of a student's academic credentials and other relevant factors.
- Exercises professional judgment and discretion in recommending the admission or non-admission of students to the graduate departments. The final admission decision will be made by the department or school.
- Represents the University in a variety of recruitment and marketing activities including education fairs, business meetings and when making group presentations.
- Plans, organizes, and executes special recruiting/orientation activities as assigned.
- Exhibits excellence in customer service by providing the ability to resolve serious complaints, maintain key relationships, make adjustments, handle high profile meetings, develop and foster very sensitive relations or other significant matters.
- Appropriately responds to inquiry phone calls and e-mails by the close of business each day.

IV. Other

- Plans, organizes and implements recruitment activities directly related to targeted groups as outlined in the recruitment plan (ex. Young Professionals of Louisville).

- Develops programs that include faculty and staff involvement in the enrollment management process.
- Works closely with the Dean of Graduate Admission in designing and executing targeted student outreach in local and regional settings, including the offering of special student and alumni receptions in key areas/businesses. e.g., Louisville, Lexington, Cincinnati (OH).
- Assists the Office of Financial Aid with communicating the affordability of Bellarmine and the availability of funds. Assists with information in filling out the FAFSA when needed.
- Coordinates, supervises and evaluates the Counselor Assistant assigned to the Graduate Admission Recruiter.
- Provides financial information and guidance to human resource professionals in the Louisville area.
- Adheres to federal and institutional guidelines and policies.
- Performs other job-related duties and responsibilities as assigned by supervisor.

V. Minimum Qualifications for Consideration

1. Education:
Bachelor's degree required. Master's degree a plus.
2. Experience:
One year of work experience such as customer service, sales, marketing, or social services preferred.
3. Skills:
Must possess technical abilities with Microsoft Office (Word, Excel, PowerPoint, Outlook) and be able to generate appropriate reports from the Admission recruitment database.
4. Interpersonal Skills:
Very strong written and oral communication skills. Position requires the ability to develop and give presentations to large groups.
5. Supervision of Others/Supervision of Processes:
Counselor will supervise at least one student assistant.
6. Level of Responsibility:

Admission Counselor works with a minimum level of supervision. The person holding this position must become familiar with all aspects of the campus community and must have the ability to make independent decisions, yet know when supervisory assistance is required. Decisions may be related to more complex matters within established policy and procedures and the decisions made by this position will affect the work of others in other departments as well as the University as a whole. The effects of errors in judgment can be detrimental to students and damage the reputation of the University, especially in the area of student enrollment and financial aid.

VI. Working Conditions

Standard office environment.

Florida State University



PROGRAM COORDINATOR FOR LEADERSHIP AND CITIZENSHIP DEVELOPMENT
The Center for Leadership & Civic Education at Florida State University
www.thecenter.fsu.edu

The Center for Leadership and Civic Education is searching for a Coordinator for Leadership and Citizenship Development.

The Program Coordinator is responsible for the vision and direction of curricular and co-curricular programs and activities. The Program Coordinator will supervise the graduate and undergraduate staff of the Center's Development Cluster. In addition, this position develops and manages a comprehensive inventory of programs, including but not limited to: Social Justice Living Learning Program, Service Leadership Seminar, Service Scholars, Without Words, and the FSU LeaderShape Institute. The Coordinator also serves as an instructor for the College of Education's Undergraduate Leadership Certificate Program.

Interested candidates should have a master's degree in education, communication, management/administration or other relevant fields and two years of experience in higher education developing leadership and civic education programs.

Interested candidates must submit a cover letter, resume and references through Florida State's online electronic application process. To apply or for additional information visit the FSU Human Resources website at <http://hr.fsu.edu/>. Reference Position #58043.

Review of applications will begin March 5, 2010 and continue until the position is filled.

PROGRAM COORDINATOR FOR LEADERSHIP AND CITIZENSHIP DEVELOPMENT
THE CENTER FOR LEADERSHIP & CIVIC EDUCATION at FLORIDA STATE UNIVERSITY

Our Vision:

Students and alumni are responsible citizens and effective leaders.

They are aware of and engaged in the world around them and use their talents and means to create a more just and humane society.

Students and alumni are well-known and respected for their leadership acumen and public service tradition. They readily seek and accept opportunities for leadership, partake actively in professional, civic, and community organizations, offer themselves for positions of trust and public service, and strive to make positive changes in their professions and communities.

Join us as we bring this vision to reality at Florida State University, Tallahassee, Florida. The Program Coordinator for Leadership and Citizenship Development is responsible for the design, redesign, and implementation of curricular and co-curricular programming in support of our mission: developing effective leaders and responsible citizens.

Duties and Responsibilities

- Supervise the graduate and undergraduate staff of the Leadership and Civic Education Development Cluster of the Center;
- Develop and manage a comprehensive inventory of programs designed to produce student leadership and citizenship learning outcomes; including but not limited to: Social Justice Living Learning Program, Service Leadership Seminar, Service Scholars, Without Words, and the FSU LeaderShape Institute.
- Coordinate the development and teaching of curricular components of the Social Justice Living Learning Program and the Undergraduate Leadership Certificate Program;
- Collaborate with campus and community partners; and
- Manage the assessment of students' capacity to articulate and practice the essential practices of effective leadership and responsible citizenship; including ongoing research and literature review of best practices in the development of students' leadership and citizenship.

Requirements

- Masters degree in education, communication, management/administration or other relevant fields and two years experience in higher education developing and managing leadership and civic education programs;
- Knowledge of leadership, service, and civic engagement theory and practices as it relates to college students and management of leadership and engagement programs;
- Skills in curriculum development and presentation of leadership and citizenship knowledge, skills, and values;
- Ability to arrange and maintain effective collaborative partnerships with diverse university, community, and student stakeholders;
- Ability to communicate clearly and persuasively, both in speaking and writing to convey Center's mission, vision, and outcomes;
- Ability to manage and develop graduate staff, advise and mentor students, and work developmentally with student organizations; and
- Willingness to work flexible evening and weekend schedule.

Applicants

- Interested candidates must submit a cover letter, resume and references through Florida State's online application process at <http://hr.fsu.edu/>. Reference Position #58043
- More information on the Center may be found at our website www.thecenter.fsu.edu
- Review of applications will begin March 5, 2010 and continue until position is filled.

Northern Kentucky University

Northern Kentucky University is looking for an Associate Director of New Student Orientation

The Associate Director plans all aspects of the undergraduate New Student Orientation Programs, including but not limited to the two-day overnight programs for the fall and a one day program for the spring. These programs are serving first time freshman, new transfer, new non-traditional and new international students. In addition, the Associate Director oversees the direction of the Student Orientation Leader program, the NODA graduate internship program, the assessment and evaluation aspects for the programs, Welcome Week and Freshfusion programs. The Associate Director shall constantly work within and beyond division lines, possess significant knowledge of student development/learning theory and practice, and have an appropriate conceptualization of the value of both academic and social integration.

Masters Degree required preferable in College Student Personnel, Higher Education Administration, Communications, Counseling or related field plus five years. Proficient in Microsoft Office software, and web page design. Experience/knowledge in crisis management, counseling, programming, student conduct, FERPA regulations; ability to conduct research and assessment of programs and services; excellent oral, written and communication skills; Evening and weekend availability.

All interested applicants must fill out an online staff/professional application and electronically attach their resume and cover letter. Any candidate who is offered this position will be required to undergo a pre-employment criminal background check as mandated by state law.

Review of applications will begin February 24th and continue until the position is filled.

For more information regarding this position, to review the full job description and complete an application go to <https://jobs.nku.edu>
<<https://jobs.nku.edu>>