

## **INTERIM ASSISTANT DIRECTOR OF ADMISSIONS**

Temporary Employment (anticipated need from August 1, 2017 through June 30, 2017)

### **Equal Employment Opportunity**

The University of Louisville is an Equal Opportunity Employer and, in that spirit, seeks applications from a broad variety of candidates.

### **Minimum Qualifications**

A bachelor's degree is and two years of related experience are required. Additional education or experience may offset these requirements on a case-by-case basis.

### **Preferred Qualifications**

JD preferred. Preference given to candidates who have experience with the ACES2 database.

The desired candidate has strong interpersonal skills and is able to communicate effectively with a wide variety of prospective students while projecting a positive view of the Brandeis School of Law.

### **Essential Duties**

- Counsel and advise prospective students regarding the law school application/admissions process
- Assist Admissions Ambassador Coordinators with scheduling of on-campus visits and meet with visiting students
- Manage the Office of Admissions email service account
- Represent the University of Louisville Brandeis School of Law at local, regional, and national law school fairs and other recruiting events\*
- Coordinate and host on campus recruitment and yield events
- Work with University departments and outside entities to develop pipeline programs, establish partnerships, and maximize recruitment efforts
- Assist the Assistant Dean for Admissions in developing and implementing a communication plan for prospective and admitted students (including email, social media, and print campaigns)
- Assist the Assistant Dean for Admissions in developing and implementing other recruitment and marketing strategies
- Other duties may be assigned by the Assistant Dean for Admissions

\*This position requires extensive travel, including travel by car and air, and may frequently require overnight stays and weekend hours

### **Pay/Benefits**

- Full-time position at 37.5 hours per week
- Hourly rate of pay is \$18.46
- FLSA overtime non-exempt
- Eligible for health insurance through the University of Louisville
- Not eligible for paid vacation days, sick days, or holidays
- Reimbursement for travel expenses:
  - Hotel accommodations, car rental, and airfare booked through Anthony Travel and paid with university ProCard (no reimbursement required)
  - Most other travel expenses (gas, bag check fees, etc) reimbursed with receipt
  - Meals reimbursed without receipt pursuant to university per diem policy