

Job Description

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Job Title:

Assistant Director of Graduate Admissions/International

Job ID:

Admissions Coordinator

523956

Location:

Brandeis - Waltham Campus

Full/Part Time:

Full-Time

Regular/

Temporary:

Regular

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The Heller School at Brandeis University is looking for an Assistant Director of Graduate Admissions/International Admissions Coordinator to manage the recruitment and yield functions for two master's degree programs and one dual degree program with the goal of meeting enrollment targets while also enrolling a competitive and diverse entering class. This includes recruitment travel and outreach, follow up with prospective students and applicants, planning recruitment and yield events, and management of the application and decision process with program admissions committees. The Assistant Director also manages the communication plan to international applicants for all programs, plans and hosts webinars for international applicants, manages the international applicant website, supports the work of the Assistant Dean for International Partnerships, and serves as liaison to the Brandeis International Students and Scholars Office.

Examples of Key Responsibilities:

- The Assistant Director manages the recruitment and yield functions for the MA in Coexistence and Conflict (COEX), the MA in Sustainable International Development/MA in Coexistence and Conflict Dual Degree (SIDCO), and the MS in International Health Policy and Management (IHPM) with the goal of meeting enrollment targets while also enrolling a competitive and diverse entering class. This includes recruitment travel and outreach, follow up with prospective students and applicants, planning recruitment and yield events, management of the application and decision process with program

- admissions committees, and developing a plan to use student and alumni ambassadors in recruitment and yield.
- The Assistant Director develops and implements a strategic communication plan for international applicants and target organizations; plans and hosts webinars and chats for international applicants; develops content for and manages the website for international applicants; supports the work of the Assistant Dean for International Partnerships in international student recruitment; and serves as liaison to the Brandeis International Students and Scholars Office.
 - The Assistant Director produces periodic and year-end reports for the academic program committees and the Assistant Dean for Admissions.
 - The Assistant Director represents the Heller School at graduate school fairs in the greater Boston area and across the United States.

Qualifications:

Bachelor's degree required; master's degree preferred.

Experience in admissions and/or working with international students is required.

This position requires excellent writing, presentation, and interpersonal skills; the ability to collaborate with faculty and work as a team; strong skills in diplomacy, tact and discretion; and the ability to work independently in a dynamic environment with multiple responsibilities.

The ability and willingness to work evenings and weekends for recruitment events, as well as travel within the United States for up to one week at a time is required.

How to Apply:

Submit cover letter and resume as a single document at <http://www.brandeis.edu/humanresources/jobs/external.html>. Elect option for "External Applicant". Sort the job listing by clicking the Job ID column heading. Locate the desired job listing. Click the job title and then Apply Now.

Closing Statement:

Brandeis University is an affirmative action/equal opportunity employer and encourages minorities, women, disabled individuals, and eligible veterans to apply. It is the policy of the University not to discriminate against any applicant or employee on the basis of race, ancestry, color, religion, sex, sexual orientation, age, genetic information, national origin, disability, veteran status, or on the basis of any other legally protected category.



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