Assistant Director of Admission

Position Title: Assistant Director of Admission

Salary range*: $46,800 to $65,400

Overview:

Olin College in Needham, MA is a community of faculty, staff, and students dedicated to its mission to transform engineering education. As an institution committed to people-inspired engineering that considers context and consequences in applying engineering for the good of the world, Olin is devoted to recruiting and enrolling a diverse student body, therefore every member of the community is dedicated to prioritizing access and equity in all we do. The Olin College Office of Admission and Financial Aid blends both traditional and innovative enrollment strategies to bring intelligent, adventurous, and entrepreneurial students to the college drawing approximately 25,000 inquiries and roughly 1,000 applications annually. We typically attract over 2500 visitors to campus per year with growing engagement in virtual programming. Olin recognizes the achievement inside and outside the classroom of every admitted student through the Olin Tuition Scholarship which covers half the annual tuition for eight semesters of study. In addition to the Olin Tuition Scholarship, Olin meets demonstrated need for eligible US citizens and permanent residents. Reporting to the Director of Admission, administrative responsibilities include the full range of highly selective recruitment and selection activities.

From its inception, Olin College has sought a team of employees committed its mission with a desire to contribute to Olin’s innovative environment in Needham, MA. We are looking for collaborative team players who will thrive in their own immediate responsibilities, but who also can contribute to teams and projects across the college. We will seek employees: who can handle a number of tasks simultaneously; who are hardworking, flexible and adaptable; who can see the big picture and reprioritize their work accordingly; who can work unsupervised and take initiative; who will look for ways to assist other employees when appropriate; who are committed to issues of social justice and equity; and who see themselves as an important member of a vibrant and dedicated team.

Responsibilities:

1. Contribute to the recruitment efforts of the College as a member of the Admission and Financial Aid team; represent Olin to prospective students and families both on- and off- campus and virtually; plan and present group information sessions; conduct interviews; participate in all aspects of admission counseling for prospective students, parents, and guardians.

2. Review applications for admission, through holistic evaluation of academic performance and potential and alignment with the Olin mission and culture. Make recommendations to the Admission Committee. Assist in application processing, as needed.

3. Manage a recruitment territory and build relationships with high school counselors and community-based organizations through virtual engagements, travel and ongoing communication.

4. Portfolio responsibilities will be contingent upon experience and interest, but will include some,
but not all, of the following:

- Co-management of student Admission volunteers, including recruitment, training and coordination of campus tour guides, overnight hosts, admission ambassadors, and other volunteers.

- Co-management of on-campus recruitment events, including Open Houses, DEI Fly-ins, etc.

- Development and deployment of high school and community-based counselor communication and programming.

- Development and deployment of social media campaign in partnership with the college’s marketing and communications department.

- Support digital marketing campaign, including creating/editing of content and executing deployment of in-house communications.

- Liaise with Family and Alumni Relations including management of alumni and parent volunteers

- Additional planning and organizational responsibilities for major on-campus recruitment events.

5. Collaborate with Slate coordinating team, with specific responsibility for email campaign deployment.

6. Support the recruitment of women and underrepresented groups as part of the college’s diversity and access commitment. All members of the OAFA team are critical to the success of this important goal.

7. May represent the Office of Admission and Financial Aid on College committees.

8. Perform other duties as assigned by the Dean of Admission and Financial Aid.

**Minimum requirements:**

Bachelor's degree required (Master's degree in Higher Education Administration or related field preferred); minimum of two years experience, preferably in a selective admission program; strong technical skills, including Microsoft Office, CRMs, (experience with html and other web/social media tools a plus); valid driver's license; ability to travel and work evenings and weekends as necessary.

**Skills required:**

- Project management experience, particularly with long-term, multi-phase projects
- Excellent problem-solving, decision-making, and team-building skills
- Outstanding written and verbal communication skills, including public speaking
- Ability to work effectively with both internal and external college constituents
- Experience with strongly Slate preferred, but not required.
* Olin's hiring salary will typically start in the lower to mid part of the range. The starting salary will vary based on the candidate’s relevant experience, skills and education.

Olin College is an Equal Opportunity Employer.

Please send resume and cover letter to jobs@olin.edu. Please include your reason of your interest in working at Olin College of Engineering.

Non-discrimination/Affirmative Action Statement
In accordance with its own values and with federal and state regulations, Franklin W. Olin College of Engineering does not discriminate in admission, programs, services or employment—including the recruitment, hiring, training and promotion of persons in all job classifications—on the basis of race, color, religion, gender, national origin, sexual orientation, age, physical or mental disability, or veteran status.

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