



Admissions Representative Or Assistant Director of Admissions

The Division of Enrollment Management invites applications for an Admissions Representative or Assistant Director of Admissions.

Bradley University is a distinctive, medium-size, comprehensive private institution of higher learning located on an 85-acre campus in Peoria, Illinois. With 5,000 undergraduate and 800 graduate students, Bradley offers the opportunities and choices of a larger university and the quality, personal attention, and challenge of a small private college. Bradley is rich in tradition and full of promise to become one of the nation's best comprehensive universities. Visit www.bradley.edu for additional information about the University.

Candidates for this full-time, twelve month position must hold a minimum of a bachelor's degree and possess a commitment to representing Bradley University to prospective students, parents, and school counselors for the purpose of recruiting and selecting new students for the University. Candidates with previous admission experience will be strongly considered. To be considered for the position of Assistant Director of Admissions, candidates must have at least three years of college admission experience and evidence of progressive responsibility and professional growth.

Admissions Counselor's responsibilities include but are not limited to:

- Primary University representative to City of Chicago and south suburban high schools, prospective students and their parents in these geographic regions
- Representing Bradley at college day and night programs and attending state, regional, and national college fairs
- Work closely with community organizations that serve students of color and 1st generation students
- Visiting schools and interacting with guidance and college personnel and prospective students
- Responsible for all follow up with inquiries, applicants, admitted and deposited students via email, phone and in writing
- Participating in a variety of projects related to student recruitment both on and off campus
- Contributing individual strengths to a dynamic and fast-paced team environment
- Reviewing and assessing applications and making admission recommendations
- Analyzing current and historical admissions results and trends within the geographic territory and develop and implement strategies to surpass enrollment goals
- Other duties as assigned by division executives

Due to the nature of this position, evening and weekend work can be expected throughout the year, especially during the fall and spring. Candidates should also be prepared to travel overnight based upon the geographic territory assigned and must

possess and maintain a valid US driver's license. While the majority of the work is done sitting or standing, the ability to lift boxes weighing up to 50 pounds is also necessary. Candidates may need to access Non-ADA compliant buildings. Candidates must demonstrate strong verbal, written, and interpersonal communication skills; ability to work independently and within a team environment; possess strong analytical and independent decision making ability; as well as the ability to work with a diverse population. Working knowledge of MS Office applications, including Word and Excel is required.

To ensure full consideration, please submit a cover letter addressing the qualifications for the position, resume, one professional letter of recommendation, and complete contact information for a minimum of two professional references by August 26, 2009 to:

Admissions Search Committee
Bradley University
Visitors Center
Peoria, IL, 61625

Review of applications will begin immediately and continue until the position is filled.

Bradley University is an Equal Opportunity and Affirmative Employer. The administration, faculty and staff are committed to attracting qualified candidates from underrepresented groups.

HUMAN RESOURCE DEPARTMENT

1501 WEST BRADLEY AVENUE – PEORIA, IL 61625 – (309) 677-3223 – FAX (309) 677-3867