



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Staff Vacancy

**POSITION:** ASSISTANT DIRECTOR **EEO #** EM 10-14  
**DEPARTMENT:** OFFICE OF UNDERGRADUATE ADMISSIONS & RECRUITMENT

## RESPONSIBILITIES:

The University of Louisiana at Lafayette invites nominations for the position of Assistant Director. Reporting to the Director of Undergraduate Admissions & Recruitment through the Associate Director for Credentials Processing the Assistant Director will:

- Assist in the overall planning and implementation of practices relative to the recruitment and enrollment of prospective international undergraduate students. This shall include evaluation of credentials, communication with prospective students, and issuance of admission decisions.
- Maintain international admission matrices for select countries.
- Work collaboratively with various campus constituency groups relative to the enrollment of prospective international students, and
- Actively participate in on and off campus recruitment programs.

## QUALIFICATIONS:

The Assistant Director must possess a minimum of a bachelor's degree (master's preferred) with at least one year of responsible experience in college admissions, programming, student services, marketing, or related area. Additionally, the applicant should have strong communication ability, proficiency in modern computer skills, strong organizational abilities, and a willingness to travel and work non-traditional hours. Experience in working with international students is a plus, but not required.

## ADMINISTRATIVE UNIT:

**The Office of Undergraduate Admissions & Recruitment** is a unit within the Division of Enrollment Management which provides services and maintains processes relative to the recruitment and enrollment of undergraduate freshman and transfer students at UL Lafayette. Employees follow a student services model in assisting prospective students as they transition from high school or community college to the university setting. The Office of Undergraduate Admissions and Recruitment consists of an administrative structure supporting units focusing services on the areas of Credentials, Recruiting Services, International Admissions, Admissions Programming, and Transfer Admissions.

**SALARY:** Dependent on qualifications and experience.

**STARTING DATE:** As Soon As Possible

**APPLICATIONS:** Candidate review will begin immediately. Applicants should send a cover letter, resume, and the names and contact information of three references to:

University of Louisiana at Lafayette  
Office of Undergraduate Admissions & Recruitment  
Deborah B. Landry, Administrative Assistant  
RE: ASSISTANT DIRECTOR SEARCH (EM 10-14)  
P.O. Box 41210  
Lafayette, LA 70504

**APPLICATION DEADLINE:** Preference will be given to applications submitted by the end of business on March 5. However, applications will be accepted until the position is filled.