Vacancy Announcement
Assistant Director of Undergraduate Admissions
Business Affairs Division

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow’s world.

Duties and Responsibilities:

- Implement a seamless follow-up on all prospects and develop effective relationships with the area businesses and educational community, ensuring high visibility for the programs and Virginia Union University (VUU) at large
- Assist in the development and maintenance of the recruitment and marketing plan with the purpose of promoting VUU visibility and general recruitment efforts
- Meet enrollment goals for assigned target recruitment area
- Evaluate and execute admission decisions on applicant files
- Maintain continuing flow of quality applicants to the University by analyzing trends in enrollment and marketing activities, leading activities to continue programs that are effective; presenting new strategies for the University's recruitment and admission activities
- Gain the respect of diverse individual groups by demonstrating the ability of the University to respond to the concerns and interests of its community stakeholders
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Enhance University reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments
- Advise new and returning students, register students in University enrollment system, maintain/update files and complete/assist in student paperwork.
- Support the University’s mission and core values as a contributing member of the University community
- Other duties as assigned by the Associate Director

Qualifications:

- Master's Degree from a regionally accredited college or University
- Prior recruiting and marketing experience, advising skills, preferably in higher education recruiting adult students
- Exceptional written and oral communication skills
• Strong analytical and problem solving skills
• Able to develop and maintain effective and productive relationships
• Must be able to work independently
• Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities
• Knowledge of higher education
• Knowledge of recruiting and marketing practices
• Knowledge of principles and processes for providing customer service

Skills:
• Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
• Skilled in understanding written sentences and paragraphs in work related documents
• Skilled in speaking effectively to others to convey information
• Skilled in communicating effectively in writing as appropriate for the needs of the audience
• Skilled in complex problem solving including reviewing related information to develop and evaluate options and implement solutions
• Skilled in adjusting actions in relation to others’ actions
• Skilled in working with Microsoft Office Suite such as MS Word, Excel, and PowerPoint.
• Skilled in Student Information Systems

Abilities:
• Ability to work in a team environment, plan and organize work, prioritize work and manage time
• Must be US Citizen if required to represent the University on a military installation
• Travel, weekend and evening work is required

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit https://www.vuu.edu/about-vuu