



Virginia Union University
1500 N. Lombardy Street
Richmond, VA 23220

Vacancy Announcement
Regional Admission Representative
Office of Admissions

Virginia Union University seeks to significantly expand its admission presence by hiring a Regional Admission Representative who will have primary responsibility for implementation of all recruitment activities for the specific states. This role requires an experienced admission professional who is capable of working with a high level of autonomy to successfully expand Virginia Union's recruitment efforts.

Major responsibilities include territorial management, extensive follow-up activities, interviewing prospective students, determining admission decisions and assisting with on-campus admission events.

General Description and Responsibilities:

- Serve as territory manager for Virginia Union's recruitment efforts. Travel extensively to high schools and attend college fairs in this region to recruit students and strengthen ties with high school counselors, alumni and other key influences in the recruitment process.
- Utilize social media, telecommunications and a high degree of personal contact to recruit and retain and enhance a student's level of interest in the University.
- Schedule off-campus recruitment programs within the region.
- Determine initial admission decisions for all applications received from this territory for review by the Admission Committee.
- Participate in on-campus recruitment programs.
- Utilize predictive and financial aid modeling to assist in recruiting students that meet the University's academic, diversity, enrollment and revenue objectives.
- Maintain accurate reports and records pertaining to high school visits, follow-up activities, alumni contacts and quarterly recruitment analysis.
- Serve on local, state or national committees, and/or present at local and state conferences to develop professional contacts and expand Virginia Union's presence in these organizations.
- Perform additional duties as assigned.
- Execute responsibilities in an environment that provides a high level of autonomy while keeping supervisor informed of progress towards attainment of admission objectives.
- Ability to multi-task and provide clear communication.
- Ability to enter data and pull reports from Jenzabar.
- Ability to work in all kinds of weather conditions and the ability to lift 20 pounds.

Qualifications:

- Bachelor's degree.
- 2. 3-5 years of previous admission experience, preferably as a regional representative.
- 3. Demonstrated commitment to the values associated with a national liberal arts education.
- 4. Evidence of excellent planning, organizational and customer service skills.
- 5. Exceptional interpersonal and organizational skills.
- 6. Demonstrated ability to think strategically, to take initiative, exercise sound decision making and multi-task.
- 7. Proven ability to establish priorities and manage time wisely.
- 8. Valid driver's license in good standing.

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and will remain open until 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 with 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>

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