

## **ASSISTANT DIRECTOR OF ADMISSIONS @ FITCHBURG STATE UNIVERSITY**

### **About Fitchburg State University:**

Fitchburg State University, located in Fitchburg, Massachusetts, is a public institution dedicated to integrating high-quality professional programs with strong liberal arts and sciences studies. Founded in 1894, the university now has more than 30 undergraduate programs and 22 master's degree programs, and 7,000 full- and part-time students. We invite you to learn more about us and how we can help you achieve your educational goals.

#### Institutional Diversity and Social Justice

Fitchburg State University embraces a commitment to diversity, inclusion, belonging and social justice. We encourage individuals from historically underrepresented groups to apply and also those who can contribute to diversity, inclusion and equal opportunity in higher education through their teaching, research and mentorship.

### **Job Description:**

The Assistant Director of Undergraduate Admissions assists in the development and implementation of an effective student recruitment plan that meets the strategic enrollment goals of the university. Primary responsibility is to serve as university representative within Fitchburg High School.

Category: Professional  
Department: Admissions  
Locations: Fitchburg, MA  
Posted: Mar 13, 2025  
Closes: Apr 5, 2025 - 11:59 PM EDT  
Type: Full Time  
Position ID: 186359



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- Cultivate and maintain relationships with counselors from high schools and community-based organizations with a focus on North Central Worcester County.
- Regularly scheduled presence and based within Fitchburg High School.
- Coordinate planned activities to host other university faculty and staff at Fitchburg High School location.
- Participate in all aspects of the general admissions process, including:
  - Meeting enrollment goals in assigned territory;
  - Traveling to area high schools, colleges, and regional recruiting events as a representative of the university;
  - Interviewing prospective students.
- Conduct information sessions for prospective students and families, as well as host other essential information sessions for the further promotion of university enrollment.
- Review application files for assigned territory; making admissions decisions both independently and as part of an Admissions Review Committee.
- Assist in the planning, organization, and implementation of on- and off-site recruiting events, including Open Houses.
- Provide outstanding customer service to prospective students and their families.
- Contribute to the strategic and annual planning for Admissions, and the university, as needed.
- Assist with the review of all freshman applications, ensuring that decisions are made efficiently and in a timely manner; are in-line with the Commonwealth's and the department's admissions standards; and support the enrollment goals of the University.
- Primary Admissions Counselor for Dual Enrollment and Early College Programs.
- Other duties as assigned by the Senior Associate Director of Admissions.

### **Requirements:**

#### **REQUIREMENTS & QUALIFICATIONS:**

- 1 to 3 years of progressive admissions/recruitment experience.
- Demonstrated leadership experience.
- Experience in use of CRM Technology (Slate experience strongly preferred).
- Strong team building, interpersonal and writing communication, and public speaking skills.
- Demonstrated effectiveness in developing and implementing recruitment and yield strategies.
- Proven ability to meet performance goals.
- Ability to manage complex processes and concurrent projects.
- High energy, enthusiasm, and creativity.
- Self-directed, works well independently and in a group capacity to achieve goals.
- Ability to create, analyze, and present statistical data.
- Willingness to travel and work evenings and some weekends, valid driver's license required.
- Excellent oral and written communication skills, interpersonal skills, and organizational skills.
- A strong work ethic and attention to detail.
- Proven commitment to a service-friendly environment.
- Must be able to satisfactorily pass a check conducted by the Criminal History Systems Board (CORI check), Sexual Offender Registry Information (SORI) as well as a complete background check.

- Ability to perform the above duties with or without reasonable accommodation.

#### PREFERRED QUALIFICATIONS

- Bachelor's Degree required.
- Experience recruiting student populations.
- Fluent in Spanish and English

#### Additional Information:

This is a full time benefited, exempt, professional APA union position. The annual salary for this position is \$50,000-\$55,000. Application deadline is April 5, 2025.

Standard hours are Monday through Friday from 8:00am-4:30pm. This position will also have occasional evening and weekend events and travel is required. Primary office location will be within the campus of Fitchburg High School, with regularly planned travel to the Fitchburg State University campus to attend meetings, training, and other essential position functions.

Fitchburg State reviews all staff positions to assess the viability of a flexible work arrangement. This position has been identified as one where a flexible work arrangement is an option, which will be discussed further with the successful candidate.

Fitchburg State University offers a competitive benefits package that includes:

- 9 different pre-taxed, health insurance plan options
- a pension or 401(a), and supplemental plan retirement options
- life insurance up to 8x the annual salary
- long-term disability coverage
- dental insurance
- 20 vacation days accrued per year
- 15 sick days accrued per year
- 5 personal days per year (prorated depending on hire date)
- paid holidays
- tuition remission for self, spouse, and dependent children and more...

Fitchburg State University is an equal opportunity/Affirmative Action Employer. Members of traditionally underrepresented groups are strongly encouraged to apply.

Fitchburg State University strongly recommends that all employees are vaccinated against COVID-19 before they begin employment.

#### Application Instructions:

Applications should consist of a cover letter, a current resume and a list of three professional references with contact information with a notation describing the work relationship. References are only contacted for candidates invited for campus interviews.

Please click [CONTACT US](#) if you need assistance applying through this website.

Please [click here](#) to login to check/edit your profile or to upload additional documents.

**DIRECT LINK:** <https://fitchburg.interviewexchange.com/jobofferdetails.jsp?JOBID=186359>

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