

## **Associate Director of Admissions**

This person will be a key ambassador for the university responsible for the strategic planning, coordinating, and executing of international admissions related functions, including recruitment, processing, and administrative operations. The Associate Director of Admissions will play a key role in developing an admissions office on campus, including determining the appropriate admissions criteria, developing a campus-wide admissions process including the review of applications and administering of scholarships and financial aid, developing a recruitment strategy, and training key stakeholders with application review and selection.

### **Description:**

#### **60% Student Recruitment**

- To professionally and enthusiastically communicate the features of the university in-person and through a variety of mediums to recruit targeted quality students to Nagoya University.
- Together with the Director of Admissions, plan, develop, and implement international recruitment strategies for both Nagoya University specific and third-party sponsored recruiting events.
- Develop and implement yield events; thereby increasing yields.
- Work collaboratively with the admissions team, faculty, staff, administration, students, and alumni in addressing outreach and recruitment issues and opportunities for meeting enrollment goals.
- Develop and review marketing/recruiting related materials and marketing strategies in collaboration with pertinent departments on campus—both print and web-based.
- Work with the Online Marketing Specialist on developing and maintaining the university website in terms of content and branding.
- Help generate admissions/recruiting related data and reports in support of evaluating recruitment strategies.

#### **30% Admissions Decisions**

- Interview student applicants.
- Review applications including credential evaluation for consideration of acceptance based upon admissions criteria.
- As a member of the admissions selection committee, provide recommendations for committee decisions on student acceptance.
- Actively participate as a member of the scholarship and financial aid award committee.

#### **10% Perform Other Tasks as Assigned**

#### **An effective Associate Director of Admissions will be:**

- Enthusiastic about the university, its mission, and the challenges of this role
- An administrator who can think strategically and implement actively hands-on
- Able to set, follow through, and achieve goals
- Excellent with communication skills, especially with public speaking and presentations
- Able to converse freely with people from diverse backgrounds and people they just met
- Professional in action, communication, and appearance
- Willing to travel internationally to represent the university on recruiting trips
- Flexible and open-minded in working in a foreign country

**Qualifications:**

B.A. and advanced knowledge of higher education admissions required. M.A. in Higher Education Administration or other relevant advanced degree preferred. Business-level proficiency in English (written and spoken) and Japanese (spoken) is required. This is a 5-year contract position based in Nagoya, Japan.

**About Nagoya University**

Nagoya University is a comprehensive national university based in between Tokyo and Kyoto where many of the top manufacturing companies have their operations. With approx. 16,000 students (1,300 international), our flagship departments are in the Natural Sciences, Engineering, Medicine, and Agriculture with acclaim to 4 Nobel Laureates all in Chemistry and Physics. In 2011, Nagoya University will offer courses taught in English across disciplines. The city of Nagoya is the third largest city in Japan with the access of a large metropolis combined with a small town atmosphere, making it an affordable and comfortable place to live. For more information, go to:

<http://www.nagoya-u.ac.jp/en/>

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