The link: https://jobs.umd.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=144419

**Title:** Assistant Director

Position Number: 104745  
Category Status: 33-Exempt Regular  
Applicant Search Category: Staff  
University Authorized FTE: 1.000  
College/Division: BMGT-Robert H. Smith School of Business  
Unit: BMGT-Dean-MBA Programs  

Position Summary/Purpose of Position:

**There are two positions open.** The position is responsible for assisting in the recruitment and selection of students to Smith’s graduate business programs: MBA, PT MBA, and MS programs. The position is located in College Park; however it supports student populations at Smith's Washington DC, Baltimore, and Rockville campuses. This position requires evening and weekend work at multiple locations; however the final schedule will have a level of flexibility.

**Responsibilities include but are not limited to the following:**

- Serve as a member of the recruiting team. Make presentations, lead information sessions, respond to applicant inquiries, and counsel prospective students. Represent the business school at domestic and international forums and other outreach events.
- Participate in corporate, government and non-profit business development activities to build an applicant and matriculant pool for masters’ degree programs.
- Coordinate or manage on and off site information sessions, as well as a number of recruitment programs. (Diversity weekends, Open Houses, Women and the MBA, Mentor Programs, Visitors Programs.)
- Manage online events calendar and RSVP process for prospective students. Update and maintain the information session calendar and class visit list.
- Completion of several graduate admissions marketing and statistical analysis projects. Maintenance of data projects for strategic marketing and admissions decisions.
- Serve as liaison between faculty, prospective students, the Masters Program Office and other campus-wide offices.
- Monitor formal and informal participant feedback and keep relevant staff informed of all issues that may impact the quality of the graduate business programs content or delivery.
- Work closely with groups such as the PTMBAA, Track Representatives and off-site student committees in order to maintain high levels of student satisfaction.
- Be ready and able to take on additional responsibilities on a moment’s notice.

**Minimum Qualifications:**

- Bachelor’s degree required. Masters degree preferred.
- 3 years progressive experience in a professional environment required.
- 5 years or more of professional experience preferably within admissions, marketing, recruitment, and/or event planning preferred.
- Ability and willingness to work evening and weekend hours as required.
- Proven ability to make effective use of time, plan ahead, coordinate multiple projects, integrate ideas
  and concepts.
- Highly developed organizational and computer skills, strict attention to details.
- Friendly, flexible, customer-service oriented manner.
- Proven ability to communicate effectively with faculty, corporate clients, executives and office staff.
- Proven ability to respond positively to extreme pressures of time and workload.
- Proven ability in oral and written communications.
- Mature judgment and ability to work in a highly independent manner.
- Familiar with the Microsoft Office Suite.
- Ability to travel to the College Park, Washington DC, Rockville, and Baltimore Campuses.
- Ability to travel domestically and internationally to represent the Smith School of Business

Preferences:
- MBA or other related Master degree preferred.
- Five years or more of professional experience preferably within admissions, marketing, recruitment,
  and/or event planning preferred.
- Experience with graduate admissions a definite plus.

Additional Information:
Does this position require a background investigation? No
Posting Number: 0000855
Posting Date: 10-01-2010
Closing Date: 10-22-2010

Diversity Statement:

The University of Maryland, College Park, actively subscribes to a policy of equal employment
opportunity, and will not discriminate against any employee or applicant because of race, age, gender,
color, sexual orientation, physical or mental disability, religion, national origin, or political affiliation.
Minorities and women are encouraged to apply.