

Director, MBA Admissions & Student Recruitment

Please see Special Instructions for more details.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

This position may be eligible for a hybrid work arrangement that may include a partially remote work location, consistent with System Office policy. UNC Chapel Hill employees are generally required to reside within a reasonable commuting distance of their assigned duty station.

Posting Information

Department	Kenan-Flagler Bus Sch-330100
Career Area	Student Services
Posting Open Date	03/04/2024
Application Deadline	04/02/2024
Open Until Filled	No
Position Type	Permanent Staff (EHRA NF)
Working Title	Director, MBA Admissions & Student Recruitment
Appointment Type	EHRA Non-Faculty
Position Number	01004948
Vacancy ID	NF0007893
Full Time/Part Time	Full-Time Permanent
FTE	1
Hours per week	40
Position Location	North Carolina, US
Hiring Range	\$110,000 - \$120,684

**Proposed Start
Date**

04/29/2024

Position Information

Be a Tar Heel!

A global higher education leader in innovative teaching, research and public service, the **University of North Carolina at Chapel Hill** consistently ranks as **one of the nation's top public universities**. Known for its beautiful campus, world-class medical care, commitment to the arts and top athletic programs, Carolina is an ideal place to teach, work and learn.

One of the best college towns and best places to live in the United States, Chapel Hill has diverse social, cultural, recreation and professional opportunities that span the campus and community.

University employees can choose from a wide range of **professional training opportunities** for career growth, skill development and lifelong learning and enjoy **exclusive perks** for numerous retail, restaurant and performing arts discounts, savings on local child care centers and special rates on select campus events. UNC-Chapel Hill offers full-time employees a **comprehensive benefits package**, paid leave, and a variety of health, life and retirement plans and additional programs that support a healthy work/life balance.

**Primary Purpose
of Organizational
Unit**

At UNC's Kenan-Flagler Business School, we think differently; and more importantly, we teach differently. Opening our doors as the Department of Commerce in 1919 and awarding our first degrees to 12 students in 1921 was the beginning. Today, we have become a top-ranked business school comprised of several professional and academic degree programs that serve over 3,000 students. At Kenan-Flagler, our greatest assets are our people and our culture. We are rooted in our core values of integrity, inclusion, innovation and impact, and it goes back to our founding. It's not just something on paper, we live it, we show it. Our mission is to prepare the next generation of business leaders by providing a world class education to our students. We seek to recruit diverse, innovative, and exceptional talent to achieve this goal.

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Position Summary

The Director of MBA Admissions & Student Recruitment is a leadership role on the admissions team that engages more than 20,000 prospective applicants and generates around 4,500 completed applicants to UNC's Full-Time, Executive, and Online MBA programs each year. The Director is responsible for the recruitment and enrollment of students into the Full-Time MBA program.

Reporting to the Associate Dean of MBA Programs, the Director of MBA Admissions & Student Recruitment is responsible for the overall admissions strategy for the full-time MBA program, processes and activities, and supervising a team of professional and support staff. Directs and leads overarching office supervision of admissions and recruitment activities. Overseas strategic enrollment and recruitment projects, which includes outreach efforts, communication development and execution, recruitment policy and procedures, and application procedures, policy and review. Collaborate with internal and external constituents including faculty, staff, alumni, prospective students, and partner organizations to engage them and effect recruitment outcomes.

As part of the admissions committee, the Director will lead and be responsible for building the full-time MBA class year over year that meet enrollment objectives.

**Minimum
Education and
Experience
Requirements**

Relevant post-Baccalaureate degree required (or foreign degree equivalent); for candidates demonstrating comparable independent educational or instructional activities associated with the delivery and/or management of student support functions, will accept a relevant Bachelor's degree (or foreign degree equivalent) and at least 1 year of relevant experience in substitution.

**Required
Qualifications,
Competencies, and
Experience**

- Excellent written and oral communication skills;
- Superior presentation skills in both one-on-one and large group settings;
- Proactive, highly responsive, and possessing a strong customer focus;
- Excellent interpersonal skills and the ability to establish rapport quickly with people from a variety of cultures, career functions, and industries, both inside and outside of the organization;
- Strong proficiency with technology tools, data management processes and analytics;
- Curious about innovation and new ways to work more efficiently and effectively.
- Ability to travel (domestic and internationally) and work evenings and occasional weekends.

**Preferred
Qualifications,
Competencies, and
Experience**

Previous higher education admissions and student recruitment experience.

**Special
Physical/Mental
Requirements**

Campus Security Authority Responsibilities

This position is designated as a Campus Security Authority in accordance with the Clery Act. This position will be required to report Clery crimes to the Clery Compliance Manager and complete annual training about reporting responsibilities.

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Quick Link

<https://unc.peopleadmin.com/postings/275760>

Posting Contact Information

Department

Contact Name and Title Mayra Reyes

Department

Contact Telephone or Email mayra_reyes@kenan-flagler.unc.edu

Office of Human Resources Contact Information

If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (919) 843-2300 or send an email to employment@unc.edu
Please note: The Office of Human Resources will not be able to provide specific updates regarding position or application status.

Equal Opportunity Employer Statement

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.

Applicant Documents

Required Documents

1. Curriculum Vitae / Resume
2. Cover Letter
3. List of References

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please select the response below that describes your level of education that best or mostly closely satisfies the education requirements for this position.
 - Bachelor's degree in required discipline(s) listed or related field
 - Bachelor's degree in any field/discipline
 - Master's degree or Doctorate degree in required discipline(s) listed or related field
 - Master's degree or Doctorate degree in any field/discipline
 - None of the above
2. * Do you have a strong proficiency with technology tools, data management processes and analytics?
 - Yes
 - No