



# JOBS AT UW

UNIVERSITY OF WISCONSIN-MADISON

## DIRECTOR OF RECRUITING AND ADMISSIONS OF EVENING AND EXECUTIVE MBA PROGRAMS

JOB NO:  
**95657-AS**

WORK TYPE:  
**STAFF-FULL TIME**

DEPARTMENT:  
**WSB/EX MBA PROGRAM OFFICE**

LOCATION:  
**MADISON**

CATEGORIES:  
**ACADEMIC ADVISING, STUDENT SERVICES/SUPPORT, COMMUNICATIONS, EDITING, DEVELOPMENT, ALUMNI AFFAIRS, EVENT PLANNING, PROGRAM COORDINATION, MANAGEMENT/SUPERVISORY, MARKETING, PUBLIC RELATIONS, OFFICE & ADMINISTRATIVE SUPPORT, TRAINING, EMPLOYEE DEVELOPMENT, OTHER**

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POSITION  
VACANCY ID:                   **95657-AS**

EMPLOYMENT  
CLASS:                           **Academic Staff-Renewable**

WORKING TITLE:               **Director of Recruiting and Admissions of Evening and Executive MBA Programs**

OFFICIAL TITLE:               **STUDENT SV PR MGR III(P75NL)**

HIRING  
DEPARTMENT(S):               **A128400-WISCONSIN SCH OF BUSINESS/EX MBA PROGRAM OFFICE**

FTE: 100%

ANTICIPATED BEGIN DATE: OCTOBER 01, 2018

TERM: This is a renewable appointment.

ADVERTISED SALARY: **Minimum \$75,000 ANNUAL (12 months)**  
Depending on Qualifications

DEGREE AND AREA OF SPECIALIZATION: Master's or advanced/professional degree required, preferably in higher education administration, marketing, business administration, or similar specialization conferred by October 1, 2018.

MINIMUM NUMBER OF YEARS AND TYPE OF RELEVANT WORK EXPERIENCE: Position requires extensive experience (e.g. 7+ years) in MBA marketing, recruiting, and admissions with preferable experience in MBA enrollment management. The candidate must demonstrate a keen interest in the identification and recruitment of a diverse and exceptionally talented student body.

LICENSE OR CERTIFICATE: Candidate must have proven expertise with administrative systems, supervisory experience, and implementing diversity initiatives in graduate programs. Excellent leadership by demonstrating initiative and independence, organization and management skills, excellent teamwork skills and the ability to work within and to influence others in a cross-functional team environment. Candidate must also possess strong technological skills, including but not limited to financial and presentation software, website management, and social media.

The Wisconsin School of Business MBA Programs for working professionals (Evening MBA, Executive MBA, and Corporate Executive MBA) at the University of Wisconsin-Madison combine a world-class education with an applied classroom experience in Madison, Wisconsin, one of the nation's top ranked cities. The programs are globally recognized for their top quality.

**POSITION  
SUMMARY:**

The Director of Recruiting and Admissions will develop, implement, and assess an annual recruiting and marketing plan while working closely with colleagues in the Wisconsin School of Business's Integrated Marketing Communications (IMC) department. The Director is responsible for developing recruitment strategies based on market and industry information and trends. He/she oversees all aspects of the admissions cycle, including networking, social media, lead development, building a solid funnel of applicants, and relationship management. The Director will expand recruitment efforts to build awareness and interest in the programs with female and under-represented minority candidates. He or she will contribute to the assessment of historic and current enrollment trends, establishment and implementation of short- and long-range goals, objectives, strategic plans, policies, and operating procedures.

**ADDITIONAL  
INFORMATION:**

Diversity and inclusion are primary values for the Wisconsin School of Business and are integral to achieving our strategic goals. We seek candidates with an awareness of and commitment to the principles of diversity and inclusion across all spectrums. Our school is committed to continuously increasing the cultural competence of its staff and faculty members through school-wide forums and professional development opportunities.

Lelah Frey  
[lmfrey2@wisc.edu](mailto:lmfrey2@wisc.edu)

**CONTACT:**

Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See [RELAY SERVICE](#) for further information. )

Please note that Wisconsin School of Business is not able to provide sponsorship for this position.

Please complete the online application.

- You will be asked to provide a cover letter addressing your qualifications and experiences specifically relating to the responsibilities of this position and a comprehensive resume.

**INSTRUCTIONS  
TO APPLICANTS:**

All application materials will be reviewed by our search committee after the posted deadline. Applicants selected to participate further in the selection process will be notified directly. All applicants will be notified once a final selection has been made and the search has been completed.

NOTE: Salary for this position will be at or above the posted minimum rate based upon qualifications and experience.

**ADDITIONAL  
LINK:**

[Full Position Details](https://www.ohr.wisc.edu/weblisting/External/PVLSummaryPrint.aspx?pvl_num=95657)

[https://www.ohr.wisc.edu/weblisting/External/  
PVLSummaryPrint.aspx?pvl\\_num=95657](https://www.ohr.wisc.edu/weblisting/External/PVLSummaryPrint.aspx?pvl_num=95657)

NOTE: A Period of Evaluation will be Required

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer.

The [Annual Security and Fire Safety Report](#) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the [University of Wisconsin Police Department](#).

**APPLICATIONS OPEN:**

**AUG 13 2018** Central Daylight Time

**APPLICATIONS CLOSE:**

**SEP 12 2018 11:55 PM** **CENTRAL DAYLIGHT TIME**