



## Assistant Director of New Student Programs

Portland State University serves as a center of opportunity for over 28,000 undergraduate and graduate students. Located in Portland, Oregon, one of the nation's most livable cities, the University's innovative approach to education combines academic rigor in the classroom with field-based experiences through internships and classroom projects with community partners. Portland State is proud to be the largest and most diverse public university in Oregon. Faculty and staff at Portland State enjoy an environment that is recognized for its community involvement, and its commitment to sustainability, diversity and inclusion.

Portland State University invites applications for the position of Assistant Director for New Student Programs. Responsibilities include:

1. Supervising and leading five admissions counselors;
2. Developing and coordinating diversity outreach efforts in conjunction with the assistant director for diversity recruitment;
3. Participating in designing comprehensive student recruitment and matriculation strategies;
4. Providing input into current communication strategies and plans and effectively communicates these plans to staff;
5. Conducting a thorough demographic analysis of feeder states to identify potential areas of growth to determine goals specific to each territory and tracking these goals to completion;
6. Coordinating travel and outreach efforts for recruitment territories that include attending appropriate national, regional, and local fairs, high schools, and community colleges and hosting receptions in strategic locations;
7. Representing the University to prospective students and the general public through a diverse array of outreach programs and activities;
8. Engaging and interacting with prospective students and family members;
9. Other duties as assigned.

Minimum qualifications: Master's degree in Student Affairs, Public Policy, Business Administration or a related field; three-five years of experience in university admissions; excellent written and oral communication skills; strong interpersonal, presentation and organization skills; strong leadership and supervisory skills; creative problem-solving ability with strong customer service skills. Position requires travel, nights and weekend hours.

The position is renewable and based on full-time, fixed-term 12-month, and unranked academic professional appointment. Salary begins at \$50,000. Complete applications will be reviewed beginning November 22, 2011. Position will remain open until finalists

are identified. To apply: Submit electronically a cover letter, resume, and 3 references (name, title, address and phone number) to:

Clair Callaway  
Office of Admissions, Registration and Records  
Portland State University  
Email: [clair.callaway@pdx.edu](mailto:clair.callaway@pdx.edu)