The Rutgers University School of Social Work seeks a dynamic and effective leader for the position of Director of Admissions. The successful candidate will have a background in strategic recruitment and enrollment. The Director of Admissions will develop and implement data-driven and technologically enhanced strategies to recruit and admit a diverse and exceptional student body.

The Director of Admission’s major responsibilities include: 1) developing and implementing a multi-year strategic recruitment and enrollment plan in keeping with the School’s enrollment goals and national best practices; 2) conducting ongoing competitive analyses and generating periodic reports; 3) developing and refining analytic strategies for generating and tracking leads and converting leads into applicants; 4) informing the school’s digital and print marketing strategy; 5) developing, overseeing, and conducting digital, phone, and face to face recruitment efforts for the school’s program(s); 6) managing the daily admissions operations, including the application review process and ensuring accurate documentation of applicant data in the school’s and University’s admissions databases; 7) overseeing admissions operations staff; 8) working collaboratively with a variety of
university and school units and personnel, including Communications, IT, Student Affairs, Financial Aid, University Graduate Admissions and School of Social Work faculty.

**Job Requirements**

The successful candidate must be an experienced manager who is skilled in leveraging technology and data to increase efficiency. Applicants should possess excellent written and verbal communication skills and be comfortable with learning a variety of software programs and computer databases. The successful candidate will be a highly motivated, goal oriented, and creative individual who can promote excellent working relationships in an energetic environment.

A bachelor's degree is required; preference will be given to candidates who have earned an advanced degree. The position requires at least three years of direct experience in a college/university office of admissions or like environment with evidence of progressively increased responsibilities. Familiarity with graduate education and social work is preferred. Salary is commensurate with experience.

Offering highly competitive salaries and situated in the most racially and ethnically diverse state in the nation, the School offers degree programs on the University’s three major campuses, New Brunswick, Newark, and Camden, online, and on a variety of extensions sites. The School serves over 1400 students, offering the BASW, MSW, JD-MSW, MSW-M Div, PhD and DSW degrees. The School of Social Work has been preparing practitioners for social work careers and conducting research in social work policy, administration and clinical practice for more than 50 years. Its faculty members have significant research ties with Rutgers’ numerous free-standing nationally recognized Centers and Institutes, including the Institute for Families, three Centers within the School, and New Jersey’s medical and dental schools, as well as numerous community and governmental organizations. The climate at the School is collegial and dynamic.

Rutgers is one of the nation’s major state universities, with more than 50,000 students enrolled in 30 degree-granting units. It is a member of the Association of American Universities (AAU), a federation of 63 leading public and private research universities in the United States and Canada. Chartered in 1766, Rutgers is the eighth oldest institution of higher education in the nation.

(See [http://rutgers.edu](http://rutgers.edu); [http://socialwork.rutgers.edu](http://socialwork.rutgers.edu))
Applicants should send via email a letter of application, a Curriculum Vitae or resume, and contact information for three references to Dr. Laura Curran, MSW Director at admir@ssw.rutgers.edu. The Search Committee will review applications on a rolling basis and will continue to accept them until the position is filled.

*Rutgers University is an affirmative action/equal opportunity institution.*