

**TITLE OF POSITION:**

Manager of Communication and Academic Relations

DATE POSITION AVAILABLE:

February 4, 2019

SALARY:

Commensurate with education and experience. Employees also enjoy a generous benefits package including health benefits, paid time off, and education benefits for employees and qualified dependents.

RESPONSIBILITIES:

This position is responsible for advising the Director of Communication and Academic Relations on matters pertaining to academic relations and related communication strategies, including the research, planning, and execution of projects and activities to support the enrollment goals of academic colleges, schools, and departments. The incumbent supports the communication and marketing efforts of Undergraduate Admissions, working closely with associate/assistant deans, faculty, and staff to coordinate and execute Athens and eCampus recruitment communication and yield efforts on behalf of Undergraduate Admissions, colleges, schools, and departments.

Under the direction of the Director of Communication and Academic Relations, the position supports the ongoing development and management of a mixed-media, data-driven targeted recruitment communication plan for multiple constituencies, including prospective students, parents, school counselors, volunteers, other influencers, and the university community at large. The position represents the University both on- and off-campus by providing counseling and advice on a range of admission and enrollment processes to a wide variety of constituents, including prospective students and their families, secondary and post-secondary school personnel, community-based organizations, and other individuals or organizations involved in the college selection process. While the incumbent does not manage a travel territory, this position is a member of the recruitment team and represents the University both on and off campus by providing counseling and advice on a range of admission and enrollment processes to a wide variety of constituents.

For full description of responsibilities, see the position posting at: <http://www.ohiouniversityjobs.com>

QUALIFICATIONS:

A minimum of a bachelor's degree. Valid driver's license required; ability to travel independently. A minimum of 3 years of work related experience. Working knowledge of concepts, practices and procedures and ability to use in varied situations. Ability to anticipate and resolve issues with internal and external constituents in a variety of situations. Knowledge of and ability to abide by the Code of Ethics and Professional Practices of the National Association for College Admission Counseling. Ability to act independently and autonomously as an agent of and positive reflection of Ohio University, and Undergraduate Admissions. Successful candidates must pass a comprehensive background check, university judiciary review, and driving record audit.

APPLY AT:

Please complete the online application at www.ohiouniversityjobs.com and be prepared to attach required documents. For references, please include names and current contact information of three professional references. References will be used with discretion late in the process. Successful candidates must pass a comprehensive background check (including criminal), university judiciary review, and driving record audit. Position will remain open until filled. For full consideration, please apply by January 14, 2019.

Ohio University is committed to creating a respectful and inclusive educational and workplace environment. Ohio University is an equal access/equal opportunity and affirmative action employer with a strong commitment to building and maintaining a diverse workforce. Women, persons of color, persons with disabilities, and veterans are encouraged to apply. Ohio University is a member of the OH/Western PA/WV Higher Education Recruitment Consortium. www.ohwpawvherc.org