



Ave Maria School of Law, North Naples Florida

Position Title:	Assistant Director of Admissions
Department:	Admissions Office
Reports to:	Director of Recruitment & Admissions
Role:	Full-time Salary position
Location:	Naples, Florida (On-site)

Ave Maria School of Law is more than just a place to work; we are an institution dedicated to training the next generation of lawyers in the Catholic intellectual tradition. It is a place where you will feel good about devoting your time and talents.

Overview:

Supports the Director of Recruitment & Admissions, the Executive Director of Financial Aid & Housing, the Admissions Specialist and the Associate Dean in the day-to-day operation of the department. Participates in the law school prospective student recruitment cycle to include developing the recruitment travel calendar; coordinating outreach and pipeline activities; assist with the planning and implementation of events for prospective and admitted students; outreach to pre-law advisors and Catholic institutions and organizations; and serving as a recruiter at local, regional, and national events (travel required).

Essential Duties and Responsibilities:

- The individual will provide administrative support in all phases of the work of the Admissions, Financial Aid & Housing department.
- The individual will manage general email accounts, schedule and lead campus tours, screen visitors, answer phones, organize and manage the processing of admissions applications as needed, work in multiple databases and be involved in the production of communications, mailings, and event logistics with applicants, admitted candidates and other audiences.
- The ideal candidate will be involved in counseling students as it relates to admissions, financial aid, and housing inquiries, call campaigns to prospective students, event planning of on and off campus events, manage social media for the department, and attend off-campus law fairs and recruitment events as needed.
- The individual will work closely with student ambassadors to ensure consistent prospective student engagement.
- Administrative tasks include but are not limited to creating and organizing electronic files, ordering and managing inventory, managing calendars and spreadsheets, make travel arrangements, and assist with expense reports.

- Under the direction of the Associate Dean of Admissions, the individual will be responsible for assisting with special projects and tasks in support of the Law School's enrollment efforts.
- Occasional evenings, weekends, and travel up to 25% of time.

Characteristics and Strengths:

- The ideal candidate will be able to work independently yet function as an integral member of the admissions, financial aid, and housing team.
- The candidate should be very professional, task and detail oriented and enjoy interacting with prospective students and the public.
- The candidate should also demonstrate a high degree of flexibility and be able to prioritize multiple tasks and maintain a high level of confidentiality.
- The ability to remain focused during frequent interruptions is necessary.

Qualifications:

- Bachelor's degree and at least 2 years of admissions experience, preferably in a law school setting.
- Professional work experience and JD degree may be considered in lieu of admissions experience.
- Creative, professional with strong interpersonal skills along with well-developed planning and organizational skills are required.
- Extensive knowledge of Microsoft Word and Excel; experience in Canvas and PowerPoint highly desired, or a willingness to learn; excellent written and oral communication skills are required.
- Team player with a positive, can-do attitude.
- Associate Director title will be considered with appropriate experience.

Ave Maria School of Law recognizes the inherent value and dignity of all members of the human family. It values equal opportunity and seeks racial, cultural, and ethnic diversity. The Law School does not preclude admission or retention of students or employees on the basis of race, color, ethnicity, religion, national origin, gender or gender identity, sexual orientation, age, disability, military status, or status as a veteran or disabled veteran. The Law School maintains its Catholic character but is open to persons of all religious faiths who respect the goals of Ave Maria School of Law and whose conduct does not undermine the Law School's religious goals or compromise its Catholic identity.

Job Type: Full-time Salary position
Salary: \$45K-\$62K (commensurate with qualifications, education and experience)
Qualifications: Undergraduate degree required, and Juris Doctor preferred
Benefits: All Ave Maria School of Law Benefits eligible immediately