



Title: Director of Admissions

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Work Location: Charlottesville, Virginia,

Description

The Admissions Office at the University of Virginia School of Law seeks a Director of Admissions. The Director will counsel prospective students and recruit admitted students during all phases of the admissions cycle, whether by phone, email, or in-person visits at the Law School or off-site. S/he will evaluate applications and make admissions recommendations to the Assistant Dean and Chief Admissions Officer, ensuring timely turnaround of admissions recommendations. The Director will organize on-grounds events such as tours, class visits, admissions information sessions, and Admitted Students Open Houses, including the involvement of current students, faculty, and alumni. The Director will collect, analyze, and interpret data for use in analysis, decision-making, and performance monitoring.

A J.D. from an ABA-accredited law school is required. At least two years of legal or higher education work experience is required. Candidates must have superior oral and written communication skills; an excellent customer-service orientation; strong interpersonal and organizational skills; a strong commitment to student services; and the ability to work with diverse constituencies in a team-oriented and collegial environment. Facility with databases and Microsoft Excel is strongly preferred.

Salary will be commensurate with experience and qualifications.

Apply on-line at <http://jobs.virginia.edu> (Posting Number 0621717). Include a cover letter, a resume, and the names of three references.

Review of applications will begin on October 18, 2017; however, the position will remain open until filled.

The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Required Skills

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Kind: Full Time

Level: Director

Apply

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