

Assistant Director of Admissions and Academic Affairs

The Stanford University [Graduate School of Education \(GSE\)](#) is a top-ranked school of education, known for its prestigious faculty, rigorous graduate degree programs, and its impact on the quality of education across the world. The GSE is committed to developing leaders in education research, practice and policy. Our community includes over 60 faculty, 400 students, 200 staff, 14,000 alumni and countless people from the local and global communities we work with and impact. The work environment is dynamic, deadline-driven, fast-paced, and energetic.

Reporting to the Assistant Dean of Admissions and Academic Affairs, the Assistant Director of Admissions and Academic Affairs (100% FTE) will manage diversity recruitment efforts and outreach programs; develop and implement innovative marketing and recruiting strategies to attract a diverse applicant pool and incoming student cohort; build on-going, long-term relationships and partnerships with institutions, organizations and programs that can help create a pipeline of diverse candidates; implement recruitment efforts such as webinars, open office hours, on-campus events; represent GSE at regional and national graduate fairs; compose, manage and implement prospective students marketing and communications plans; process PhD and Master's admissions applications; serve as the admissions team liaison to Master's program directors for recruitment, application processing, matriculation updates and yield efforts; manage events for PhD and Master's admitted students; represent the GSE on the Stanford Graduate Diversity Staff Council (GDISC) for GRAD Day and joint recruitment efforts; maintain GSE Admissions webpages; supervise Graduate Student Assistant; and serve as the Admissions team liaison to GSE Communications and Alumni Relations.

This position also supports Academic Affairs projects, initiatives and large events, such as Orientation and GSE graduation ceremony; contribute to student and community engagement by creating opportunities for students and alumni to be involved and connected with the GSE regarding admissions and student-related activities; partner with students on programming that enhance the student experience, advise and support student organizations and other student initiatives; plan and execute projects that engage students and/or alumni with admissions in ways that amplify GSE's ability to utilize high-touch recruitment and yield strategies.

Other administrative duties will be assigned as needed by the Assistant Dean and Associate Deans.

Note: Not all unique aspects of the job are covered by this job description

JOB PURPOSE:

Lead and manage program(s) or function(s) under minimal supervision. Administer, implement, and interpret university and department policies and procedures on issues regarding admission, financial aid, housing, registrar services, visa services, student life, advising, career counseling and academic services. Identify, clarify, and resolve highly visible or complex issues with substantial significance and impact that may span multiple areas, using advanced technical and professional knowledge requiring independent judgment.

Works on problems of diverse complexity (size, degree, focus, expertise, breadth, impact) where analysis of data requires evaluation of identifiable factors. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Networks with senior internal and external contacts in own area of expertise and outside own area of expertise.

CORE DUTIES:

- Administer an area or program in student services, evaluate and recommend decisions on program eligibility. Review decisions recommended by other staff.
- Collaborate with others to help resolve program issues and concerns, interpret policies, and mediate complex and sensitive issues. May be tasked with evaluating and recommending program improvements.
- Resolve multi-dimensional matters in response to students in crisis, at risk, or who have other program issues, counsel students and parents on sensitive and confidential issues.
- Provide guidance and counsel, oversee and develop a wide range of programs and services, analyze effectiveness and make recommendations for future programs.
- Reconcile complex issues; analyze diverse transactions from multiple sources.
- Summarize data from multiple sources, prepare manage reports and presentations.
- Identify and evaluate data needs, manage the implementation and development of technology.
- Develop and implement plans for outreach efforts, develop and maintain external community and university liaison represent department and university at meetings and events.
- Provide advice to students on a range of issues, including, but not limited to, academic progress, academic program policies, career plans, accessibility, community standards, etc., in order to guide them in making appropriate choices and decisions. May have to escalate issues to a senior advisor.
- Apprise students of research, fellowship and scholarship opportunities, make recommendations and may award grants.
- Serve as a subject matter expert to students and other departments; represent unit/department.
- Lead, create and contribute to development of business practices and organizational change to improve processes and workflow.
- May oversee, analyze and assist in financial processes and development of budgets.
- Serve as a key member of a project team.
- May train and supervise other staff, volunteers and temporary workers.

** - Other duties may also be assigned*

MINIMUM REQUIREMENTS:

Education & Experience:

Bachelor's degree and three years of relevant experience, or combination of education and relevant experience.

Knowledge, Skills and Abilities:

- Strong communication skills to clearly and effectively communicate information to internal and external audiences, client groups, and management.
- Advanced analysis and problem solving skills.
- Advanced computer skills, including experience with Microsoft Office Suite.
- Advanced customer service skills.
- Relevant computer systems/technology experience.
- Understanding of financial transactions.
- Ability to ensure and apply compliance with legal, financial, and university policies and external regulations.

Certifications and Licenses:

None

PHYSICAL REQUIREMENTS*:

- Frequently sit, perform desk-based computer tasks.
- Occasionally stand, walk, twist, use fine manipulation, grasp, use a telephone, write by hand, sort and file paperwork, lift, carry, push, and pull objects that weigh up to 10 pounds.

** - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.*

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

How to Apply:

We invite you to apply for this position by clicking on the "Apply for Job" button. **To be considered, you must submit a cover letter and CV.**

- *Finalist must successfully complete a background check prior to working at Stanford University.*
- *Applicants to this position must be available to work in the United States without sponsorship for 2 years or more. OPT permit holders should confirm that they are eligible to work in the US at the Stanford GSE for two years or more.*