Office of Human Resources
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Fort Worth, Texas 76105
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POSITION ANNOUNCEMENT

Director of Admission

Texas Wesleyan University invites applications for the **Director of Admission**. Founded in 1890, Texas Wesleyan University is a United Methodist institution located in economically-vibrant and culturally-rich Fort Worth. The University is a comprehensive regional institution serving 2,600 students with a traditional liberal arts undergraduate program and graduate professional programs in law, business, education, counseling and nurse anesthesia. For more information about Texas Wesleyan University, visit www.txwes.edu.

Reporting to the Vice President of Enrollment & Student Services, the **Admission Director** will direct and coordinate the recruitment and admission program, provide leadership and vision for organizing and directing the Office of Admissions, and oversee all departmental operations to support the overall mission of Texas Wesleyan University. Working collaboratively with key personnel, the Director will establish and meet enrollment objectives and develop and implement a marketing/communications plan to support established goals. Additionally, the Director will support retention efforts by coordinating programs with New Student Programs, Student Life, Financial Aid & Athletics.

A bachelor's degree is required with a master's degree preferred. A minimum of three years as an assistant director of admissions at the collegiate-level or directly-relevant experience as a manager in marketing and communications with demonstrated success required, preferably in a higher education setting. Considerable management and supervisory experience required.

Applications will be reviewed until the position is filled. To apply, send a cover letter indicating position desired, current resume, contact information for three professional references, and salary history to: Office of Human Resources, Texas Wesleyan University, 1201 Wesleyan, Fort Worth, TX 76105, or HR@txwes.edu. Visit http://txwes.edu/HR to view full job description.

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