CHRISTOPHER NEWPORT
UNIVERSITY

Admission Officer

Christopher Newport University invites applications for the position of Admission Officer. The chief responsibility of the Admission Officer is the recruitment of new freshmen. In the performance of these duties, the incumbent in this position will use discretion and independent judgment to determine admission to the university by reviewing applications for admission, meeting regularly with and making presentations to prospective students, their families, and high school counselors to provide information about CNU and its programs, and to counsel them through the college search and enrollment processes. The successful candidate will independently analyze and review freshman qualifications for admission to the university and merit scholarship programs, and commit the university to those decisions; routinely consult with other student service professionals to interpret university standards, policy and procedures; deliver presentations to individuals and groups who indicate an interest in the university; represent the university in a professional manner at designated secondary school visits and numerous college fair programs throughout Virginia and out-of-state; coordinate individual visits with secondary school counselors and make presentations to interested students; advertise visits to prospective students and follow up with each student contacted at high school visits and college fairs utilizing CRM technology; represent the university as a member in the Virginia Association of Collegiate Registrars and Admissions Officers (VACRAO) and National Association of College Admission Counseling (NACAC) according to national and regional principles of best practices; develop and maintain very positive and professional customer service and relations within the department and with all constituencies to include students, faculty, staff, guests, and employees; demonstrate a positive and professional attitude and treat everyone with dignity and respect; fully support the "Student's First" value at CNU and routinely go the extra mile in providing service; and perform other duties as assigned.

A Master's degree in a related field, or a Bachelor's degree and related experience that equates to an advance degree is required. The successful candidate must have demonstrated experience counseling students on academic matters; exceptional oral and written communication skills, excellent organizational and planning skills and academic counseling skills; ability to travel extensively, work a flexible schedule to include evening and weekend hours; must possess a valid driver's license; must have good computer skills and the ability to work with software such as Microsoft Office Suite; and must be able to lift heavy boxes. Preference will be giving to candidates who have experience in a college or university admission office; demonstrated experience with Internet-based student information systems, such as Ellucian XE; and familiarity with CRM technology.

Selected by The Princeton Review to be included in The 381 Best Colleges: 2017 Edition, Christopher Newport University is a public school offering a private school experience -- great teaching, small classes, and a safe, vibrant campus. A "student-first, teaching-first" community, CNU is dedicated to the ideals of scholarship, leadership and service. The University is located in Newport News, Virginia and enrolls 5,100 students. Academic programs at CNU encompass more than 90 areas of study, from biology to business administration and political science to the performing arts. The University has recently completed over $1 billion in capital construction on its 260-acre campus, generated over 7,000 applications for a freshmen class of 1,290 and has been ranked by U.S. News & World Report's America's Best Colleges guide as fifth among public regional universities in the South and 14th among all regional universities in the South. In addition, CNU is ranked third among all public schools for having "the highest proportion of classes with fewer than 20 students." Christopher Newport University is committed to ensuring that all people are welcomed, honored and fully engaged in the life of our academic community. We seek exceptional and diverse candidates and encourage applications from individuals who are underrepresented in their profession. For further details and information about Christopher Newport, visit www.cnu.edu.

Interested parties are requested to submit a cover letter; current resume; and the names, addresses, and telephone numbers of at least three professional references to:

Director of Faculty Recruitment
Admission Officer
Search # 7171
Christopher Newport University
1 Avenue of the Arts
Newport News, VA 23606-3072
Or facultyrecruitment@cnu.edu.

Review of applications will begin **November 6, 2017.**
Applications received after **November 6, 2017,** will be accepted but considered only if needed.
Search finalists are required to complete a CNU sponsored background check.

Christopher Newport University, an EO Employer, is fully committed to Access and Opportunity.