



**POSITION ANNOUNCEMENT**  
**Director of Admissions, Jones School of Law**  
**Position ID 100125**

Faulkner University's Thomas Goode Jones School of Law in Montgomery, Alabama, invites applications for the position of Director of Admissions. The Director of Admissions is responsible for actively recruiting students to the law school, formulating annual recruiting strategies, and facilitating on-campus visits by prospective students.

This is a full-time, 12-month position. The position is funded and will begin March 1, 2010. Applications will be accepted until the position is filled. Salary will be commensurate with experience.

***Duties Include:***

- Implement the Law School's admissions and recruiting plan
- Visit colleges and universities to recruit prospective students
- Attend recruiting events such as law school forums hosted by LSAC and university graduate school fairs
- Develop relationships with pre-law advisors, college professors, and anyone else who may refer prospective students to the law school
- Facilitate on-campus events for new and prospective students
- Give campus tours to prospective students and applicants
- Counsel prospective students on the admissions process
- Assist in developing promotional and recruiting materials
- Review and process applicant files
- Assist in file maintenance (electronic and hard copy)
- Assist in the planning and implementation of an Open House for admitted applicants
- Assist with new student Orientation

***Required:***

- Juris Doctor from an ABA-approved law school
- Excellent written and oral communication skills
- Strong work ethic and willingness to travel extensively during the recruiting season

***Preferred:***

- Admissions/recruiting experience

***To apply:***

1. Applicants for this position are required to submit **ALL** of the following materials:
  - A letter of interest (include a statement of church affiliation and acceptance of institution's values)
  - A resume (include at least three professional references with contact information)
  - A copy of all academic transcripts
2. **ALSO:** Complete the diversity data form located online at: [www.faulkner.edu/services/humanresources/diversityform.asp](http://www.faulkner.edu/services/humanresources/diversityform.asp)

***Submit all materials to:***

Human Resources  
Faulkner University  
5345 Atlanta Highway  
Montgomery, AL 36109  
E-mail: [humanresources@faulkner.edu](mailto:humanresources@faulkner.edu)  
Phone: 334-386-7230 Fax: 334-386-7488

**Non-discrimination statement:** Faulkner University is a church-affiliated liberal arts institution committed to employing a highly qualified and diverse administration, faculty and staff, which reflects the University's religious traditions, values and affiliation, and purpose. Thus, the institution invites individuals affiliated with the churches of Christ to submit applications regardless of race, color, national or ethnic origin, age, gender, marital status, or disability. Faulkner University does not discriminate on the basis of race, color, national or ethnic origin, age, gender, marital status, or disability in connection with its educational policies, admissions, financial aid, employment, educational programs, or activities. However, Faulkner University exercises a preference in employment for those qualified applicants who are members of the churches of Christ whose lifestyles are consistent with the mission of the University and with the beliefs and values of the churches of Christ. For more information, please visit our website: [www.faulkner.edu](http://www.faulkner.edu)