Director of Graduate Admissions

higheredjobs.com/admin/details.cfm

Type: Full-Time
Salary: $91,000 - $106,300 per year
Posted: Today
Application Due: 02/13/2026
Category: Admissions and Enrollment
Department: Vice Prov Enrollmnt Mgmt (XEM)

Position Title: Administrator 2-Student Servs

Appointment Type: Professional Faculty

Job Location: Corvallis

Benefits Eligible: Full-Time, benefits eligible

Job Summary

The Office of Graduate Admissions is seeking a Director of Graduate Admissions. This is a full-time (1.00 FTE), 12-month, professional faculty position.

The Director of Graduate Admissions provides strategic leadership and oversight to the Office of Graduate Admissions and oversees graduate admissions operations. The Director is responsible for leveraging various technologies to develop creative approaches to managing workflows and maximizing efficiency. The Director must understand external market realities that affect the university's strategic intent and aspirations regarding new graduate student enrollment, which includes state, regional, national, and international trends. The Director works with internal constituencies, including the Office of Graduate Education, International Admissions, academic faculty, graduate program directors, university marketing functions, legal counsel and other groups to ensure that approaches to graduate enrollment management are successful and consistent with the university's strategic plan, mission and existing policies.

The Director reports to the Assistant Vice Provost of Enrollment Management (AVPEM), and works closely with all functions within the division of Enrollment Management (Digital Engagement and Marketing, EMIT, Scholarships, Financial Aid, International Admissions, etc.), to ensure coordination and consistency of processes and to ensure students are well served by the admissions process.

Why OSU?

Working for Oregon State University is so much more than a job!

Oregon State University is a dynamic community of dreamers, doers, problem-solvers and change-makers. We don't wait for challenges to present themselves - we seek them out and take them on. We welcome students, faculty and staff from every background and perspective into a community where everyone feels seen and heard. We have deep-rooted mindfulness for the natural world and all who depend on it, and together, we apply knowledge, tools and skills to build a better future for all.

FACTS:
* Top 1.4% university in the world
* More research funding than all public universities in Oregon combined
* 1 of 3 land, sea, space and sun grant universities in the U.S.
* 2 campuses, 11 colleges, 12 experiment stations, and Extension programs in all 36 counties
* 7 **cultural resource centers** that offer education, celebration and belonging for everyone
* 100+ undergraduate degree programs, 80+ graduate degrees plus hundreds of minor options and certificates
* 35k+ students including more than 2.3k international students and 10k students of color
* 217k+ alumni worldwide
* For more interesting facts about OSU visit: **https://oregonstate.edu/about**

Locations:

Oregon State has a statewide presence with campuses in Corvallis and Bend, the OSU Portland Center and the Hatfield Marine Science Center on the Pacific Coast in Newport.

Oregon State's beautiful, historic and state-of-the-art main campus is located in one of America's best college towns. Corvallis is located close to the Pacific Ocean, the Cascade mountains and Oregon wine country. Nestled in the heart of the Willamette Valley, this beautiful city offers miles of mountain biking and hiking trails, a river perfect for boating or kayaking and an eclectic downtown featuring local cuisine, popular events and performances.

Total Rewards Package:

Oregon State University offers a **comprehensive benefits package** with benefits eligible positions that is designed to meet the needs of employees and their families including:
* Medical, Dental, Vision and Basic Life. OSU pays 95% of premiums for you and your eligible dependents.
* Free confidential mental health and emotional support services, and counseling resources.
* Retirement savings paid by the university.
* A generous paid leave package, including holidays, vacation and sick leave.
* Tuition reduction benefits for you or your qualifying dependents at OSU or the additional six

Oregon Public Universities.
* Robust Work Life programs including Dual Career assistance resources, flexible work arrangements, a Family Resource Center, Affinity Groups and an Employee Assistance Program.
* Optional lifestyle benefits such as pet, accident, and critical illness insurance, giving you peace of mind and the support you need to thrive in all aspects of your life.

Oregon State University is deeply committed to the principles of a Health Promoting University. This commitment drives a collaborative approach across OSU's safety and well-being programs, reducing silos and coordinating efforts to enhance employee safety and well-being. By prioritizing resources that support the health of both employees and students, OSU fosters a culture of care and a healthier campus environment where everyone can thrive.

2025 Best Place for Working Parents® Designation!

Future and current OSU employees can use the **Benefits Calculator** to learn more about the full value of the benefits provided at OSU.

Key Responsibilities

40% -GRADUATE ADMISSION APPLICATION PROCESSING:

- Oversee the development, implementation and revision of procedures which ensure timely processing of admission applications for all graduate student populations, including those pursuing master's and doctoral degrees, as well as certificates and microcredentials across all university campuses and modalities.
- Lead and direct efforts to improve operational efficiency through software, systems, and other technology (including AI) to enhance both the applicant and faculty experience as relates to admission and pre-enrollment processes.
- Work with Enrollment Management Information Technology (EMIT) and the Admissions Tech Team to ensure software and technology configurations are consistent with university objectives and that the ROI of division-wide technological resources are maximized with respect to graduate enrollment outcomes.
- Consult with institutional decision makers and stakeholders, such as the Graduate Council, to revise, develop and enforce graduate admissions policies and the processes in which they are embedded.
- With the AVPEM, work to ensure the alignment of operational support for OSU's enrollment goals related to program, college and university objectives for graduate education.
- Work to propose policy updates to relevant shared governance bodies to support contemporary and market-responsive approaches to graduate enrollment management.

- Serve as the primary point of contact within Enrollment Management Division for the Office of Graduate Education, the Graduate Council and the Graduate Admissions Committee, as well as faculty and staff constituents within the university's individual graduate programs.
- Consult with institutional decision makers and stakeholders to develop admissions policies and processes.
- Coordinate and develop application process updates for the university's 100+ graduate programs to support enhancements to individual selection processes, annually or as necessary.

20% -GRADUATE RECRUITMENT INITIATIVES

- Research and study external market trends and the intersection of those trends with university goals and objectives in mind.
- Design and implement targeted initiatives to deliver both qualitative and quantitative increases in the population of enrolled graduate students through efforts including digital marketing, scheduled travel, and strategic partnerships, as appropriate.
- With the AVPEM, VPEM, and other colleagues in EM, develop discounting and strategic pricing efforts to support increases in net revenue resulting from the enrollment of new graduate students.
- Participate and advise in the development of university strategy regarding graduate enrollment.
- Serve as chief contact with external partners for graduate recruitment efforts, such as the Institute of International Education (IIE) and the Society for the Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS), among others.
- In consultation with the AVPEM, Digital Engagement and Marketing, and University Relations and Marketing, coordinate and oversee content development and communications and marketing strategies aimed at graduate student recruitment and yield.
- Ensure central coordination and support for the efforts of personnel academic colleges engaged graduate recruitment activities, as appropriate.

30% -DIRECT THE OFFICE OF GRADUATE ADMISSIONS

- Provide vision and future-focused leadership for graduate enrollment management practices at the university, aligning graduate admissions staff with broader institutional enrollment management efforts.
- Create and disseminate reports and information about admissions data and trends to a broad range of campus partners, including the VPEM, the Dean of Graduate Education, Associate Deans responsible for Graduate education in OSU's academic colleges, and graduate program directors.
- Provide effective and strategic management of the office's fiscal, human, and technological resources.

- Oversee the hiring, training, and evaluation of office staff, as well as staff development programs.
- Work with the Director of Undergraduate Admissions to find processing efficiencies that best utilize staff and technologies across offices.
- Represent the office on appropriate University committees and affiliated organizations, including but not limited to: Graduate Admissions Committee (ex-officio), International and Global Engagement Committee, etc.
- Maintain an active role with appropriate professional organizations (NAGAP, AACRAO, NAFSA, CGS)

10% - OTHER ACTIVITIES AND PROJECTS AS ASSIGNED

What You Will Need

- Bachelor's degree from a regionally accredited college or university.
- Seven (7) or more years of experience working in higher education with progressively responsible management and administrative duties, including staff supervision and budget management.
- Demonstrated thorough knowledge of admissions and recruitment policies, best practices, and federal and state regulations governing admissions offices.
- Strong analytical skills and attention to detail.
- Excellent written and oral communication skills and demonstrated ability to communicate in a manner that shows respect and inclusivity for student workers, staff, and colleagues.
- Experience using current CRM software
- Excellent computer skills in MS Office applications, database management and enterprise computing systems.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per University Standard: 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.

What We Would Like You to Have

- Master's degree in Education, Business Administration, Communications, or other relevant field.
- Experience working with international populations.
- Experience using Technolutions Slate CRM
- Demonstrated experience in graduate recruitment or admissions.

Working Conditions / Work Schedule

- Typical office environment and normal business hours with occasional night and weekend work.
- Occasional travel may be required.

Pay Method: Salary

Pay Period: 1st through the last day of the month

Pay Date: Last working day of the month

Recommended Full-Time Salary Range: $91,000 - $106,300

Link to Position Description:https://jobs.oregonstate.edu/position_descriptions/102391

Number of Vacancies: 1

Anticipated Appointment Begin Date: 05/15/2026

Closing Date: 02/13/2026

Indicate how you intend to recruit for this search
Competitive / External - open to ALL qualified applicants

Special Instructions to Applicants

When applying you will be required to attach the following electronic documents:

1) A resume/CV; and

2) A cover letter indicating how your qualifications and experience have prepared you for this position.

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

For additional information please contact: Noah Buckley at Noah.buckley@oregonstate.edu

We are an Equal Opportunity Employer, including disability, protected veteran, and other protected status.

OSU will conduct a review of the National Sex Offender Public website prior to hire.

Starting salary within the salary range will be commensurate with skills, education, and experience.

OSU is a fair chance employer committed to inclusive hiring. We encourage applications from candidates who bring a wide range of lived experience including involvement with the justice system. This job has "critical or security-sensitive" responsibilities. If you are selected as a finalist, your initial job offer will be contingent upon the results of a job-related pre-employment check (such as a background check, motor vehicle history check, sexual misconduct reference check, etc.). Background check results do not automatically disqualify a candidate. Take a look at our **Background Checks** website including the **for candidates** section for more details. If you have questions or concerns about the pre-employment check, please contact OSU's Employee and Labor Relations team at **employee.relations@oregonstate.edu**.