

## Assistant /Associate Director of Admission

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**Department:** Enrollment Management

**FLSA Status:** Exempt

**Grade/Level:** P2-P4

**Work Schedule:** Full Time, 12 month

**Job Status:** Full Time

**Reports To:** Director Of Admission

**Amount of Travel Required:** approximately 8 weeks or as needed

**Positions Supervised:** None

### POSITION SUMMARY

Responsible for the coordination of recruitment efforts for a specific geographic territory which includes representing the University at high school visits, college day/night programs and college fairs; conducting follow up activities designed to enhance student's interest in DePauw; and determining admission decisions for applicants from this recruitment territory. Position/title will be determined by experience and interview.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Manage an assigned geographic territory, including contacting prospective and accepted students and traveling, eight to ten weeks, to selected geographic areas.
- Recruit diverse and academically talented students while serving as the University liaison for prospective students from initial inquiry to enrolled status, completing all necessary follow-up activities designed to enhance an applicant's interest in DePauw.
- Evaluate application credentials and recommend admission decisions; serve as an active participant on the Admission Committee.
- Coordinate follow-up activities with prospective students and their parents, school counselors and alumni to meet enrollment goals.
- Leverage data to support enrollment management decisions
- Work with the Director to manage all aspects of policy development, research and data collection as needed to efficiently and effectively achieve enrollment objectives; and develop and continually assess recruitment strategies.
- Assist in developing and training of staff.
- Perform other duties as assigned.

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.

- Communication, Written - Ability to communicate in writing clearly and concisely.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Diversity Oriented - Commitment to valuing a variety of different experiences, encouraging input and collaboration from campus stakeholders, including being mindful of experiences related, but not limited to: age, gender, race, ethnicity, religion, socio-economic status, LGBTQ, and/or job type.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Innovative - Ability to look beyond the standard solutions.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Presentation Skills - Ability to effectively present information publicly.

## SKILLS & ABILITIES

**Education:** Bachelor's Degree (four year college or university). Bilingual in Spanish preferred but not required.

### Experience:

As Assistant Director: 2-4 years of experience in admission or college counseling

As Associate Director: 4+ years of experience in admission or related field.

### Computer Skills

Must have working knowledge of Microsoft Word, Excel and Power Point, including a solid understanding of spreadsheets.

### Certificates & Licenses

Must possess a valid driver's license, be willing to travel outside of the immediate area and work after regular office hours, including weekends and evenings as needed.

### Other Requirements

Incumbent must possess a minimum of a Bachelor's degree and a commitment to the values associated with a nationally-respected liberal arts, residential university. Prior admission experienced preferred but not required. Must possess excellent interpersonal and communication skills, including written and oral skills. Must be comfortable speaking with students, parents, alumni and guidance counselors. Must possess extraordinary organizational and multitasking skills, must be comfortable traveling alone to new cities, have a good sense of direction, and possess the ability to navigate from location to location in unknown environments. Must be creative, must have the ability to come up with original thoughts, a high degree of energy and the ability to work as a team member in an enrollment management setting.

## PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Other Physical Requirements**

Vision (Near, Distance, Peripheral, Depth Perception)  
Hearing (Auditory perception, or audition)

**WORK ENVIRONMENT**

Must be willing to travel outside of the immediate area and work after regular office hours, including weekends and evenings as needed.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Approval: \_\_\_\_\_  
Approval: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.