



Job Description

JOB TITLE: Director of Admission

DEPARTMENT: Admission

Reporting Relationship: Reports to vice president for strategy and enrollment. Supervises associate/assistant directors of admission, admission officers, and operations lead.

Job Summary: Full-time, 12 month, exempt position responsible for coordinating the efforts of all personnel within the Office of Admission and ensuring that recruitment strategies and tactics align with the Code of Ethics established by the National Association for College Admission Counseling. The director participates in the development and oversees the implementation of marketing, student search, and admission strategies; is responsible for vendor and procurement management; and serves on both the Admission and Scholarship Committees.

Essential Functions:

1. Provide administrative support and direction for the Office of Admission.
2. Prepare, submit, and administer annual admission and recruiting budget.
3. Participates in the development and oversees implementation of recruitment strategy and policy built upon the institutional strategic plan enrollment goals.
4. Assists in developing admission marketing materials.
5. Responsible for vendor and procurement management.
6. Serves as member of the Admission and Scholarship Committees.
7. Serve as a campus advocate and champion to broaden diversity and build institutional capacity for admissions, financial aid and marketing.
8. Represents the college in various state and national organizations.
9. Coordinates communication initiatives with prospective and admitted students.
10. Supervises the planning of group visit programs.
11. Develops and implements strategy for prospective student search process.
12. Responsible for coordination of international and transfer student recruitment efforts.
13. Foster an environment of inclusion, access and success for student recruitment.
14. Work collaboratively across campus departments to build awareness and importance of enrollment goals.
15. Experience in financial aid modeling and predictive analytics.
16. Optimizes Slate CRM integration.

Other Responsibilities:

- Oversees planning of counselor territories and travel schedules.

- Represent the college at selected high schools and college fairs.
- Interviews prospective students and meets their parents.
- Evaluate academic credentials and recommend admission decisions.
- Other duties as assigned by the vice president for strategy and enrollment.

Job Qualifications:

Education: Minimum of Master's Degree

Experience: Minimum of five years experience in college admission

Skills required: Ability to direct and organize people to achieve desired results. Ability to organize and prioritize workload. Ability to meet deadlines. Strong verbal, written, analytical, and interpersonal skills. Ability to organize and complete multiple tasks with client-centered attitude. Knowledge of PC Windows based computing environment, and functionality of Slate CRM system functionality, required to participate in training as office software and/or system changes mandate.

Physical/Emotional Requirements: Must be able to make decisions and respond to challenges quickly and with ease. Must be able to assist staff members with unusual and complex issues. Standing/sitting/walking for extended periods. Professionalism and complete confidentiality when counseling students and/or parents. Able to work in a team-oriented, fast-paced, time sensitive environment.