



TITLE; DIRECTOR OF ADMISSIONS

SUPERVISOR; CAMPUS DIRECTOR

DEPARTMENT: ADMISSIONS

PRIMARY OBJECTIVE: The Director of Admissions provides leadership and direction for the operations and activities of the College-wide functions and programs of Admissions. The Director of Admissions is responsible for the admissions programs of the college, including maintaining compliance with state regulations and local policies, and recommending revisions as appropriate. The Director of Admissions directs all procedures relating to the admission of students; develops and implements processes that support the Admissions office; consults with and advises administration,

SCOPE

Under the direction of the Campus Director and College President provides leadership and direction for Admissions and; oversees the administration of quality customer-oriented services consistent with College policies and regulatory, regional, and national standards; and directs, supervises and evaluates staff relative to areas of assignment.

QUALIFICATIONS

Education and Experience :

A Bachelor's degree from an accredited college or university in education, public administration, business administration or related field and approximately three years of increasingly responsible management experience including, but not limited to, areas of enrollment management/services.

Knowledge of:

1. And commitment to the mission of a comprehensive career college
2. An integrated strategic academic enrollment management model
3. Technology used in educational programs and services
4. Establishing successful partnerships within the college and community and all other constituencies
5. Teaching and learning processes

Ability to:

1. Demonstrate effective leadership in management and planning
2. Plan, organize and evaluate the work of others
3. Train and oversee the work of others and create a supportive environment for staff and students
4. Compile data and prepare accurate reports
5. Communicate clearly and effectively verbally and in writing
6. Promote excellent organizational, interpersonal, human relations, financial management, analytical, and team building skills
7. Demonstrate a genuine commitment to diversity and student success
8. Work cooperatively and effectively with individuals and students of diverse ethnic and education backgrounds and with various segments of the college community
9. Perform consistently under pressure of deadlines and other administrative demands and works cooperatively with others

Desired :

1. Master's degree from an accredited college or university in education, public administration, business administration or related field
2. Experience in areas including: enrollment management/services and registration
3. Management experience in a complex organizational structure
4. Experience with records security, student information systems, data tracking systems, and web-based information systems
5. Possession of a Master's degree; knowledge of Campus Vue or other Student Information Management System.

AUTHORITY/RESPONSIBILITIES

The Director of Admissions provides leadership and direction for Admissions and directs, supervises and evaluates staff relative to areas of assignment. Maintains signature authority for enrollment acceptance.

EXAMPLES OF DUTIES : Duties include but are not limited to the following:

1. Assure honest and ethical disclosure to all applicants and compliance with all regulatory and accreditation standards.
2. Develops and maintains a strategic plan for enrollment services with a genuine commitment to student success, growing enrollment, and supporting diversity.
3. Investigates and develops ways to meet enrollment goals and improve services to prospective and enrolled students. Manages a system for the enrollment, recording, and reporting of information pertaining to student enrollment.
4. Participates in the search and selection process for all assigned staff; and supervises, trains and evaluates staff under his/her direction.
5. Directs the process of admitting students and the maintenance of accurate, current student demographic information.
6. Plans and administers department budgets consistent with achieving College goals and objectives
7. Oversees admissions functions, ensuring recruitment of both traditional and non-traditional students and high quality applicant processing and services
8. Initiates and participates in overall program planning for departments
9. Communicates admissions college policies and philosophies.
10. Works in close collaboration with Information Technology to examine, evaluate and make recommendations for technological innovations and technology-based services
11. Coordinates admissions, to assure complete, quality service to newly admitted students
12. Serves as the liaison between enrollment services and academic program personnel, including consultation with academic deans (*E*)
13. Collaborates with the campus Director and College President to develop plans to achieve targeted enrollment growth for new and low enrollment programs.
14. Produces and distributes progress reports on enrollment goals
15. Fosters and supports the ongoing development of staff by providing orientation, training, performance coaching, continuing education, and professional development opportunities
16. Perform other duties as required/assigned
17. Reviews the college catalog and schedule information as it relates to all aspects of
18. Admissions and makes necessary suggestions for change. Creates and updates publications in area of assignment.
19. Establishes deadlines, academic calendar dates, and reporting requirement dates as required by state law and local policy, and systematically distributes such information to all segments of the campus.
20. Maintains a system for and records student, both in the student database and on the permanent records.
21. Prepares enrollment projections.
22. Prepares recommendations for, and manages the annual budget for the Admissions office, and other areas within scope of assignment.
23. Supervises and participates in the development and maintenance of a variety of related records, and the development of related reports.
24. Serves on and/or chairs college committees as required or assigned.
25. Provides an effective and active system for the provision of accurate information about the college and its curriculum for dissemination to students and the general public.
26. Conducts special studies, serves on special assignments and generates reports as required or assigned.
27. Performs related duties as required or assigned.