



JOB TITLE: DIRECTOR OF 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

Please respond with interest by email to HumanResources@AlaskaCareerCollege.edu